

**This feature is self-regulated by the seller who must comply with state laws and regulations for deliveries.**

## Local Delivery Option – Set Up

- Go to Products tab
- Select Shipping & Packaging
- Check the box to Allow Local Delivery

### 3 Local Delivery

Allow Local Delivery

- Provide your own local delivery as a shipping option.
- Your driver is responsible for confirming the recipient is over 21.
- You can choose to charge a fee for delivery.
- Customers will be shown your delivery area description.
- VinoShipper **can not** prevent orders outside of your delivery area.

- If you want to charge a flat fee for delivery add it here.
- Describe where you will deliver as well as the days and hours of deliveries.
- Save your changes when completed.

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Allow Local Delivery

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- You can choose to charge a fee for delivery.
- Customers will be shown your delivery area description.
- VinoShipper **can not** prevent orders outside of your delivery area.

Price

\$ 10.00

Amount to charge customers for local delivery.

Delivery Area

Livermore, San Ramon and Pleasanton  
Monday through Friday noon to 7 pm

Describe your delivery area. This text will be shown to the user, but we do not validate that customers are within the delivery area.

Save Local Delivery Options

### IMPORTANT ORDER Management:

- When orders are delivered go to the ORDER and mark it as DELIVERED

### Options:

- Activate this option only if your state laws allow local deliveries
- This is an option and is not a required delivery method

### Required for All Deliveries:

- Follow all your local regulations.
- Verify the age of the person you are delivering to.
- Do not deliver to an intoxicated person.
- Print the packing slip and delivery slip. Packing slip goes in the box, delivery slip goes on the outside of the box.

- Mark the order delivered once delivered
- Delivery confirmations: Chose how you want to prove you delivered the package.
  - o Suggestions:
    - Photo at the location (great social media opportunity)
    - Signature on paperwork

**Currently you cannot do the following (more enhancements to come):**

- Cannot be used in the Place an Order feature
- Cannot be used in club releases
- Cannot enforce locations of deliveries by zip codes or distance from your location
- Cannot set different delivery amounts for different distances
- You cannot modify an order from shipping or pickup to local delivery or vice versa