

Welcome to the NSLC!

As a new partner and important member of our sales system, you will be working closely with our Wholesale and Inside Sales teams. Each member of our staff is committed to providing you with the highest quality of service possible – and it is our goal to make every interaction with us a positive experience.

In the coming weeks, an NSLC representative will be contacting you to arrange a mutually suitable time to visit your location, discuss your needs, and advise you of the policies and procedures which govern the sale of our products. If you have questions or concerns you would like addressed before this visit is arranged, please contact any one of our Field Specialists. For your convenience, we have included a copy of the contact information for each Field Specialist with this letter.

You will also find attached to this letter a “**Licensee/Agency/Private Wine & Specialty Stores New Customer Application Form**”. The form is designed to gather information which will:

- facilitate the smooth processing of your product orders when they are received by the order desk,
- allow us to process payment of your product orders in a timely and efficient manner, and
- ensure that your product goods are delivered to the proper location.

Be as detailed as possible when filling in this form, taking the time to complete it in its entirety. Please note that the last page contains the Terms and Conditions for payment of orders. We encourage you to read this section thoroughly so that you fully understand the agreement and its limitations.

**Please fax your completed form to Karen White, Supervisor of Inside Sales, at 1-888-592-7788, as quickly as possible.** You should also be aware that any delay in returning your completed form to the number above will affect your purchasing ability, including delaying the processing of your product orders. Your cooperation in this matter is most sincerely appreciated.

Once again, on behalf of the NSLC and the Wholesale and Inside Sales teams, welcome aboard! We look forward to developing a mutually rewarding working relationship.

Sincerely,

Jillian Major  
Manager Wholesale Operations