



Wholesale Customers Request for EMAIL Report Notification

Please return this request form to wholesalehelp@bcldb.com

License Number: _____ (one email request form per License number)

Licensee Name: _____

The following reports are available via email from the Wholesale Customer Centre.

- Order Submission Report**
- Invoice Report**
- Outstanding Non-Stock Wholesale Product Report**

I wish to receive the above email reports via email rather than by fax.

YES

NO

(A paper copy of the invoice will continue to be sent with your order)

Primary Email Address (list only one email below):

I recognize that the Wholesale Customer Centre will send the reports listed above to **one email address only per outlet**. Reports will no longer be sent by fax. It is recommended that your primary email listed above be classified as a general email box where multiple employees in your company can access.

I understand that it is my responsibility to:

1. Forward all reports to other employees in my outlet that might require a copy.
2. Notify the Wholesale Customer Centre of any changes to the primary email address above.

The primary email address may also be used for communication such as Wholesale Customer Centre holiday hours, special offers and product recalls.

When receiving email reports, do not reply directly to the origination email. Send all email inquiries to wholesalehelp@bcldb.com (or access the **Contact Us** tab on www.ldbwholesale.com)

Authorized By (Print Name): _____ Signature: _____

Position: _____ Date: _____