

LCBO

October 3, 2016

Shari Mogk-Edwards

Vice President, Products, Sales
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To: All Trade Councils

Re: Holiday Lead Times

Dear Trade Partners,

Please note that the LCBO will not be allowing lead time extensions during the holiday season.

We are open for business throughout the holidays, and as such, our suppliers are required to continue to ship as requested and as outlined on the purchase order. If the supplier is physically closed, there should be floor stock ready to ship to us upon their re-opening.

We ask that you kindly provide our sales and inventory forecasts to your suppliers so they are proactively prepared to support our requirements if they close over the holidays.

Thank you for your cooperation. If you require further assistance, please reach out to your respective Inventory Manager.

Sincerely,

A handwritten signature in blue ink, appearing to be "Shari Mogk-Edwards".

Shari Mogk-Edwards