



Corporate Offices  
1710 Whitestone Expy.  
Whitestone, NY 11357  
718.939.6400

Regional Corporate Offices  
1030 West Division St.  
Chicago, IL 60642  
312.255.9800

Regional Corporate Offices  
1265 N. Kraemer Blvd.  
Anaheim, CA 92806  
714.666.8211



Dear Valued Customer,

Thank you for shopping with Restaurant Depot! We appreciate your business.

To purchase wholesale alcohol, please submit the following information to your local branch:

- Completed application form
- Signed affidavit
- Resale Certificate (if not already on file)
- Signed Authorization Form (if authorizing other purchasers)
- Copy of liquor licensee's valid state or Federal ID
- Security PIN (set up at [www.restaurantdepot.com](http://www.restaurantdepot.com))

Provided all documents are submitted legibly and in one complete package you will be approved to shop within 1 business day. If you need this expedited, please speak with the branch manager.

If you have any questions, email [alcoholwest@jetro.com](mailto:alcoholwest@jetro.com). Provide your customer ID# (under the barcode on the back of your card) and the branch location you are shopping along with your inquiry.

Kind Regards,

*Restaurant Depot Wine & Spirits Team*



## Wine and Spirits Purchase Application

Business Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Business Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

RD Member ID#: \_\_\_\_\_

Name of Alcohol License Holder: \_\_\_\_\_

Alcohol License Holder: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Driver's License State: \_\_\_\_\_

Driver's License Expiration Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Shopping Location: \_\_\_\_\_

Signature of Licensee: \_\_\_\_\_

Date: \_\_\_\_\_

\*If you do not have a driver's license, you may provide another form of government ID, such as a passport, state ID with photo, military ID, certificate of naturalization, or permanent resident card



## Affidavit of Liquor Licensee/ Declaración Jurada del Licenciario de Licor

Date/ Fecha: \_\_\_\_\_

Business Name/ Nombre del Negocio: \_\_\_\_\_

Business Address/ Dirección de Negocios: \_\_\_\_\_

Liquor License Number/ Numero de licencia de licor: \_\_\_\_\_

Restaurant Depot Member ID/ ID de cliente: \_\_\_\_\_

This letter is to state that I \_\_\_\_\_ (licensee name) am the person that is named as the responsible party on the State Liquor License Application submitted on behalf of my company. I am submitting my businesses liquor license to Restaurant Depot to establish an account to purchase Wine & Spirits wholesale.

I am naming all people on an attached authorization form that are given permission to purchase on my behalf. I understand that it is my responsibility to add or remove authorized purchasers and change my security PIN on the Restaurant Depot website.

I understand that I am responsible for closing my account if I should close or sell my business.

Esta carta es para indicar que yo \_\_\_\_\_ (nombre del licenciario) soy la persona designada como parte responsable en la Solicitud de licencia de licor Liquor Authority presentada en nombre de mi empresa. Estoy enviando la licencia de licor de mi empresa a Restaurant Depot para establecer una cuenta para comprar vinos y licores al por mayor.

Estoy nombrando a todas las personas en un formulario de autorización adjunto a las que se les da permiso para comprar en mi nombre. Entiendo que es mi responsabilidad agregar o eliminar compradores autorizados y cambiar mi PIN de seguridad en el sitio web de Restaurant Depot.

Entiendo que soy responsable de cerrar mi cuenta si debo cerrar o vender mi negocio.

\_\_\_\_\_

Liquor Licensee Signature / Firma Licenciario de licor



Restaurant Depot  
**Wholesale Wine & Spirits**  
Authorization to Purchase

The licensee below hereby authorizes its employee(s) to use the licensee's membership card to purchase wine and spirits if they have the account holder's PIN. The licensee represents, warrants and agrees that any employee(s) given the PIN is authorized to purchase on the account on behalf of the licensee. Licensee agrees that any merchandise released to the employee(s) is the financial responsibility of the licensee.

Business Name / DBA: \_\_\_\_\_

Licensee Holder Name: \_\_\_\_\_  
The licensee is the person whose name is on the liquor license

RD Membership Number: \_\_\_\_\_

Alcohol Licensee Number: \_\_\_\_\_

\_\_\_\_\_  
Licensee's Signature

\_\_\_\_\_  
Date

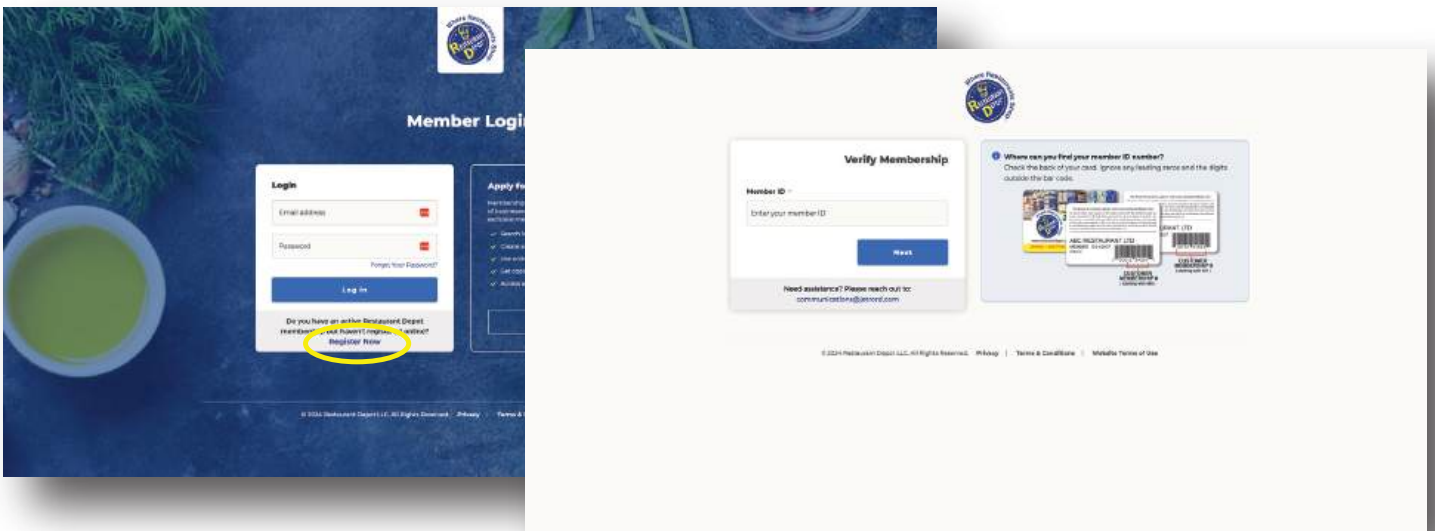
**All alcohol sales are final. We're unable to accept returns or exchanges on these items.**

# INSTRUCTIONS FOR CREATING ONLINE WEBSITE ACCESS AND PIN FOR WINE & SPIRITS

1. Go to [www.restaurantdepot.com](http://www.restaurantdepot.com) and click the yellow Shop Online or In-Store



2. Go to box on left side and click on Register Now and enter your membership ID# (leave off leading 0's).

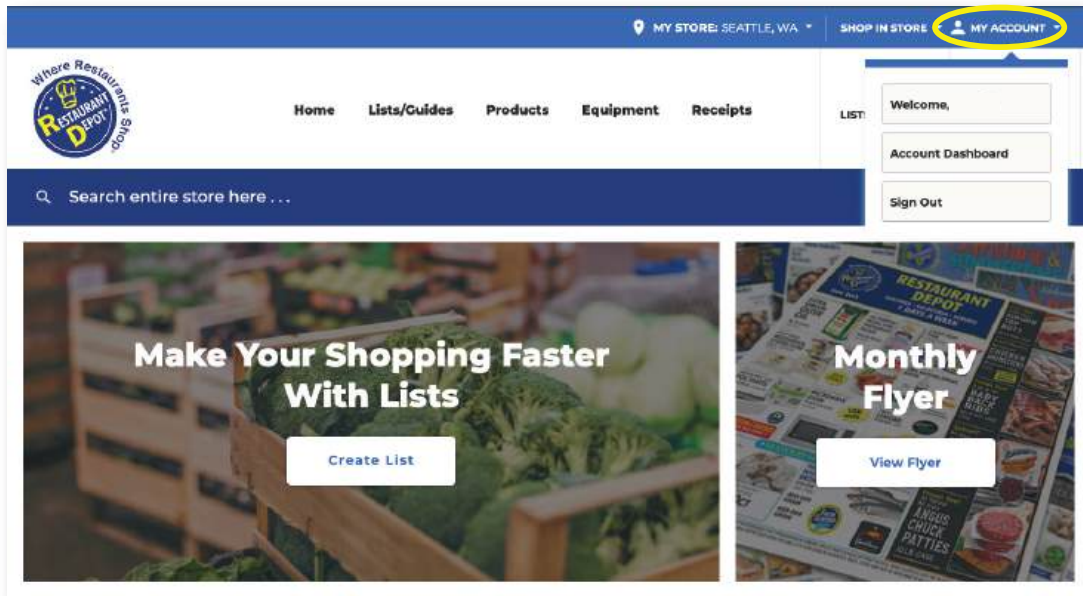


3. Enter your email address (must be the email address you previously gave the branch. If you did not supply an email, you can choose either a phone number or last date shopped for verification. PLEASE NOTE...TODAYS DATE CANNOT BE USED FOR LAST DATE SHOPPED.

Password must be at least 8 characters long and contain one capital letter and one number.

4. At the top right (see highlighted area) you will see MY ACCOUNT. If you click on it, you will get a dropdown like below. Saying Welcome (YOUR NAME).

Click on the Account Dashboard bar.



5. In white area enter your email address again. You can copy and paste it from above for accuracy.

### Customer Alcohol PIN

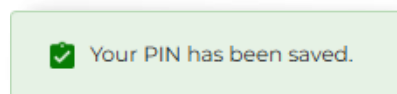
▲ To setup your PIN, please enter the email address you used to login.

6. Once you hit the blue VERIFY bar the RED box below will turn GREEN.

7. In the GREEN box put a 4-digit PIN number (cannot begin with a ZERO). Click on the BLUE SAVE PIN.

A screenshot of the 'Customer Alcohol PIN' setup form. The form has a yellow background and contains a warning icon and text: 'To setup your PIN please enter the email address you used to login.' Below this is a text input field labeled 'Enter Your Email Address' and a blue 'VERIFY' button. Underneath the input field, there are instructions: 'Your PIN should be four numbers. The PIN cannot begin with zero.' At the bottom, there is a 'PIN' label, a green input field with four asterisks, and a blue 'SAVE PIN' button.

8. Once you see 4 bubbles in the (...) RED box your PIN has been created and saved. At the top center of the page, you will see the following message.



This is the only message you will get. You will not get an email or an assigned PIN. You create your security PIN yourself. If you need to change your PIN at any time, just log in and follow the steps to create a PIN and pick a new number.

ANY QUESTIONS PLEASE EMAIL: [communications@jettrord.com](mailto:communications@jettrord.com)