

# ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk

For the license period beginning 20 ending June 30 20 10

TO THE GOVERNING BODY of the:  Town of } Madison  
 Village of }  
 City of }

County of Dane Aldermanic Dist No \_\_\_\_\_ (if required by ordinance)

- 1 The named  INDIVIDUAL  PARTNERSHIP  LIMITED LIABILITY COMPANY  
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

- 2 Name (individual/partners give last name, first middle; corporations/limited liability companies give registered name): Walgreen Co.

Applicant's Wisconsin Seller's Permit Number: <u>004-0000455404-01</u>	
Federal Employer Identification Number (FEIN): <u>36-1924025</u>	
LICENSE REQUESTED ▶	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$
<b>TOTAL FEE</b>	<b>\$</b>

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>See attached Corporate Rider</u>		
Vice President/Member	<u>NA</u>		
Secretary/Member	<u>Assistant Secretary</u>	<u>Margarita E. Kellen</u>	<u>845 Wagner Road Glenview, IL 60025</u>
Treasurer/Member	<u>NA</u>		
Agent ▶	<u>Store Manager</u>	<u>Douglas Subak</u>	<u>4211 Hegg Ave. Madison, WI 53716</u>
Directors/Managers	<u>NA</u>		

- 3 Trade Name ▶ Walgreens #04805 Business Phone Number (608) 222 3648  
 4 Address of Premises ▶ 4518 Cottage Grove Rd Post Office & Zip Code ▶ Madison WI 53716

- 5 Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No  
 6 Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No  
 7 Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No  
 8 (a) Corporate/limited liability company applicants only: Insert state Illinois and date 2/15/09 of registration  
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
 (c) Does the corporation or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

- 9 Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described) Retail Drug Store w/sundries in a one-story building of 18,335 sq.ft.

- 10 Legal description (omit if street address is given above): NA

- 11 (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
 (b) If yes, under what name was license issued? NA

- 12 Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630 5) before beginning business? [phone 1-800-937-8864]  Yes  No

- 13 Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2 above? [phone (608) 266-2776]  Yes  No

- 14 Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another (Individual applicants and each member of a partnership applicant must sign; corporate officer(s) members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

**SUBSCRIBED AND SWORN TO BEFORE ME**

14 day of April 20 10  
June E. Bricco  
 (Clerk/Notary Public) June E. Bricco  
 My commission expires May 17, 2012

Margarita E. Kellen Margarita E. Kellen  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual) Assistant Secretary  
John S. Mann John S. Mann  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual) Assistant Secretary  
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

OFFICIAL SEAL  
 JUNE E BRICCO  
 NOTARY PUBLIC - STATE OF ILLINOIS  
 MY COMMISSION EXPIRES: 05/17/12

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk: <u>4-28-10</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued: <u>89550/89551</u>	

18630

## City of Madison Supplemental Class A License Application

<input type="checkbox"/> Seller's Permit Number <input type="checkbox"/> Federal Employer Identification # <input type="checkbox"/> Notarized Original Application Form <input type="checkbox"/> Notarized Supplemental Form <input type="checkbox"/> Orange Sign (Clerk's Office provides at time of application)	<input type="checkbox"/> Description of Licensed Premise <input type="checkbox"/> *Notarized Appointment of Agent <input type="checkbox"/> Background Investigation Form(s) <input type="checkbox"/> Notarized Transfer of Ownership <input type="checkbox"/> *Articles of Incorporation	<input type="checkbox"/> Floor Plans <input type="checkbox"/> Lease <input type="checkbox"/> Sample Menu <input type="checkbox"/> Business Plan * Corporation/LLC only
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1. Name of Applicant/Partner/Corporation/LLC Walgreen Co. dba Walgreens #04805

2. Address of Licensed Premise 4518 Cottage Grove, Madison, WI

3. Telephone Number: (608) 222 3648      4. Anticipated opening date: Store opened 09/12/98

5. Mailing address if not opening immediately NA

6. Have you contacted the Alderperson, Police Department District Captain, Alcohol Policy Coordinator, and the neighborhood association representative for the area in which you intend to locate?     Yes     No

7. Are there any special conditions desired by the neighborhood?     Yes     No

Explain \_\_\_\_\_

8. What type of establishment is contemplated?     Liquor Store             Grocery Store  
 Convenience Store – Gas Pumps     Yes     No             Other—Explain Retail drug store with sundries

9. Business Description: Retail Drug Store w/sundries in a one-story building of 18,335 sq.ft.

10. Detailed written description of building, including overall dimensions, seating arrangements, capacity, bar size and all areas where alcohol beverages are to be sold and stored. **The licensed premise described below shall not be expanded or changed without the approval of the Common Council.**

Walgreens 04805 is a one-story freestanding building consisting of a 11,020 square foot main sales floor, and a 7,315 square foot basement storage area. Beer and wine on the sales floor will be kept in a secured cooler and on shelving in the beverage aisle. Reserve stock will be stored in the basement storage area.

11. Are any living quarters directly or indirectly accessible and under control of the applicant?     Yes     No  
 Please note that alcohol may be sold and stored only on the licensed premise, not in living quarters

12. Describe existing parking and how parking lot is to be monitored. There is a paved parking lot with 64 parking spaces for customers and employees. It is monitored by store employees.

13. Describe your management experience, staffing levels, duties and employee training.  
Store Manager for location #04805 is responsible for the general management and overall success of the store. Responsibilities include purchasing, merchandising, budgeting, employee management and training, facilities management and customer service. There are 20 full-time employees and 17 part-time employees. Please see attached employee training manual.

14. Identify the **registered agent** for your Corporation or LLC. This is your corporation's agent for service of process, notice or demand required or permitted by law to be served on the corporation.

Prentice-Hall Corporation System, Inc., 8040 Excelsior Drive, Suite 400, Madison, WI 53717

Name

Address

15 Utilizing your market research, who would you project your target market to be?  
Walgreen's adult customers who purchase wine and beer and who find it convenient to purchase  
a variety of merchandise including alcohol, at one time.

16 Describe how you plan to advertise/promote your business What products will you be advertising?  
New wine and beer products may be included in our existing multi-media advertising programs.

17 Are you operating under a lease or franchise agreement?  Yes (attach a copy)  No

18 Owner of building where establishment is located: Acewood LLC, C/O Flad Dev & Inv Corp

Address of Owner: 7941 Tree Lane, Ste 105, Madison, WI 53717 Phone Number 608) 833-8100

19 Private organizations (clubs): Do your membership policies contain any requirement of "Invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin?  Yes  No NA

20 List the Directors of your Corporation/LLC

See attached Corporate Rider

Name	Address

21 List the Stockholders of your Corporation/LLC

Name	Address	% of Ownership
<u>Walgreen Co. is a publicly held corporation. To the best of our knowledge, no one person or entity owns</u>		
<u>as much as 5% of corporate stock.</u>		

**Read carefully before signing:** Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted will not be assigned to another. Any lack of access to any portion of a licensed premise during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

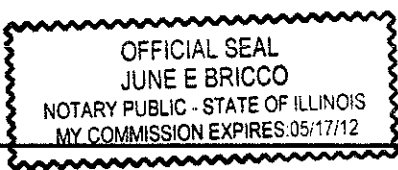
Subscribed and Sworn to before me:

this 15th day of April, 2010

June E Bricco  
(Clerk/Notary Public) June E Bricco

My commission expires May 17, 2012

Margarita E Kellen  
(Officer of Corporation/Member of LLC/Partner/Individual)  
Margarita E Kellen, Assistant Secretary





NO.	DATE	DESCRIPTION
1	10/1/79	PRELIMINARY DESIGN
2	10/15/79	SCHEMATIC DESIGN
3	10/30/79	CONCEPTUAL DESIGN
4	11/15/79	PRELIMINARY CONTRACT DOCUMENTS
5	12/1/79	FINAL CONTRACT DOCUMENTS
6	12/15/79	CONSTRUCTION PERMITS
7	1/15/80	CONSTRUCTION START
8	2/15/80	CONSTRUCTION COMPLETE
9	3/15/80	OPENING TO THE PUBLIC

NO.	DATE	DESCRIPTION
10	3/30/80	REVISIONS
11	4/15/80	REVISIONS
12	5/1/80	REVISIONS
13	5/15/80	REVISIONS
14	6/1/80	REVISIONS
15	6/15/80	REVISIONS

REVISIONS	1	ADD NEW VENDOR & REMOVE OLD VENDORS. ADD NEW CORNER AT PHARMACY. ADD NEW CORNER ON VITAMIN WALL.
REVISIONS	2	
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**GENERAL NOTES**

1. SEE SHEET 01 FOR THE STORE LAYOUT AND THE REVISIONS TO THE STORE LAYOUT. THE STORE LAYOUT IS THE BASIS FOR THE STORE LAYOUT. THE STORE LAYOUT IS THE BASIS FOR THE STORE LAYOUT.

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295		



INFORMATION CONCERNING THE BEER & WINE ROLLOUT  
including company policies and mandatory training

April 2010

**Overview**

Walgreens decision to reenter the beer and wine market is a direct response to consumer demand. Our modest selection will be tailored to provide a safe, convenient alternative to meet the needs for our existing consumer base. The new category will bring revenue growth potential for both Walgreens and the industry at-large with a streamlined offering that will drive purchases from consumers who wouldn't typically visit traditional liquor merchants. As we do in the hundreds of locations where we currently sell beer and wine, these products will be merchandised and sold with a high degree of responsibility and conscientiousness. And, as always, customer and community feedback will be welcome and considered.

**Product Assortment**

A limited selection of beer and wine will make up a small portion of each eligible store – beer will comprise 1/4 of an 18 ft. cooler; and wine will make up 1/3 of a 36 ft. beverage aisle.

- The proposed assortment has been refined to appeal to casual, moderate beer and wine drinkers as an additional Walgreens convenience.
- The beer selection will consist of 6 packs, 12 packs, 18 packs and cases only. There will be no spirits, malt liquor, single servings or any other variation that would be considered conducive to alcohol abuse.
- The selection will be value to mid-priced.

**Operational Controls and Training**

Walgreens has taken great measures to assure that any beverage containing alcohol will be sold in a responsible and appropriate manner. Detailed policies and procedures are already in place, endorsed by legal counsel as well as senior management and are strictly enforced without exception.

- Employees for each eligible store must undergo extensive training prior to beer and wine availability at an individual location.
- Once trained, each register clerk must submit a policy acknowledgement as part of the daily log-on process.
- Walgreens established policy states that employees must request identification for any customer attempting to purchase alcohol who appears to be under the age of 40. Register prompts ensure compliance before proceeding with the transaction.
- Under age employees are required to seek the assistance of a manager.

**Industry Stats**

A recent study conducted in the state of Indiana ranked drug stores highest in alcohol sales compliance among all other retailers.

**History**

Walgreens stores have successfully merchandised and sold alcoholic beverages since prohibition. Though profitable, many managers found the category cumbersome and time consuming to maintain. It was discontinued in the great majority of stores during the early 1990s in order to improve focus on other key business priorities. Now, with a much scaled back offering, as well as point of sale and inventory technology advancements, we have the ability to resume beer and wine sales only while maintaining our high standards for responsible retailing.

## Operational Controls

### **Step 1.1 Pre-employment Screen**

Walgreens performs pre-employment checks on all new hires including: Criminal, Drug Test, Retail Association (Esteem), SDN (Socially Designated Nationals) Check and medicare/medicaid.

### **Step 1.2 Written Policies & Procedures**

Employees are trained to comply with Walgreen policy, state and local laws regarding the sale of alcoholic beverages to customers. Walgreens alcohol policies are drafted with the intent to provide a uniform compliance approach with most states' alcoholic beverage laws. Employees are expected to understand, acknowledge and abide by all Walgreens policies in addition to their state's laws. To help reinforce Company policy and state law regarding the sale of alcoholic beverages, at the beginning of each shift, employees must read, understand and acknowledge the liquor compliance policy. This is achieved by:

Hourly Employees: The Liquor compliance policy log and liquor acknowledgement log must be electronically signed when punching in on the time clock

Salaried Employees: The Alcoholic Beverage Daily Log 264 must be signed, including the date and time.

### **Step 1.3 Computer Based Training System**

All employees, regardless of age, must do the following:

- Review all available training materials
- Complete "A Time to Care" PPL (People Plus Learning)
- Read, sign, and date the sale of alcoholic beverages policy
- Review all state and local laws to ensure that all requirements are understood, implemented and adhered to
- Complete the Policy acknowledgement training on an annual basis

### **Step 1.4 Signage**

All Stores must post the "We Card" sign and return policy sign. When required, stores will post signage denoting selling hours.

### **Step 1.5 Point of Sale Controls**

Alcoholic beverages must not be sold by anyone under the age of 21. If a team member under the age of 21 scans an alcoholic beverage, the register prompts the clerk to call a member of management. The manager must insert a key and input their employee ID for the sale to be completed. When a team member scans an alcoholic beverage, the POS prompts whether the customer appears under the age of 40, if the answer is YES, then the team member must enter the birth date on the customer's photo identification into the POS system. Every Walgreens store has the capability to program their cash registers to lock out the sale of beer and wine during non-selling hours based on local ordinances.

**Step 1.6 CCTV Deterrence**

Walgreens deploys cameras and public view monitors in all locations to deter criminal activity and promote a safe environment. The digital images captured from these devices are stored for up to 90 days on a Digital Video Recorder and give Loss Prevention the capability to share images of criminal activity with our stores and local law enforcement. All new stores are equipped with 16 cameras. Existing stores have anywhere from 7 to 16 cameras. Standard camera shots include front entrance, cash registers, and pharmacy

**Step 1.7 Alpha EAS Security Caps**

Alpha Caps (built with EAS alarm mechanism) are available to protect spirits, wine, and champagne bottles if stores are experiencing theft. If needed, caps are available or ordering at our Distribution Center. The caps are used as a strong visual deterrent and require a key to unlock prior to purchase/consumption.



**Course Title:** A Time to Care: Preventing Alcohol Sales to Minors  
**Course Description:** This course prepares all store employees to legally sell alcohol in our stores. It covers Walgreens policy on requiring age verification and guidelines on handling difficult situations related to alcohol sales. It also emphasizes the personal consequences of making an illegal alcohol sale.

Unit Name	Headphones? (Yes / No)	Seat Time
1. Alcohol Sales Rules	Yes	10-15 minutes
2. Handling Difficult Situations	Yes	10-15 minutes
3. Alcohol Sales and You	Yes	8-10 minutes
4. What Would You Do?	Yes	10-15 minutes
5.		
6.		
7.		
8.		
9.		
10.		

**Changes to Standard Course Menu Text (make changes in Arial 9pt font):**  
**NOTE:** No changes to the standard text referenced in the Course Menu Standard Text.doc file.

**Welcome Text:**

**Congratulations Text:**

**Continuing Text:**

Path to Content Document for this course:

Path to Images folder for this course:

Path to Media folder for this course:

Path to Audio/Video Transcript folder for this course:

# Sale of Alcoholic Beverages Policy Acknowledgement

Original 8/27/09

## Purpose

To ensure that employees are trained to **comply with Walgreens policy, state and local laws** regarding the sale of alcoholic beverages to customers.

Walgreens alcohol policies are drafted with the intent to provide a uniform compliance approach with most states' alcoholic beverage laws. However, each state may have sale of alcoholic beverage laws that are unique to that state.

Employees are expected to understand, acknowledge and abide by all Walgreens policies, in addition to their state's laws. Should Walgreens policies ever conflict with state law, state law must be followed.

## Selling Alcohol

### Customer

- Customers must be at least 21 years of age to purchase alcohol.
- The clerk **must** ask customers who appear to be under 40 years of age for a valid photo identification to ensure the customer is of legal age. A sale **must not** be made if a person appears to be under 40 years of age and does **not** show the clerk valid photo identification. The four acceptable forms of photo identification are:
  - ◆ Driver's license
  - ◆ State I.D. card
  - ◆ Military I.D. card
  - ◆ Passport
- If the employee doubts the age of the customer regardless of the proof of age shown, **he or she must refuse** the sale. Call a manager for assistance.
- Alcoholic beverages **must not** be sold or given to anyone who is intoxicated.

### Selling Responsibly

It is unlawful to sell, give, or deliver alcoholic beverages to any person under the age of 21. Be conscious of the following situations:

- A minor exchanging money with a legal age customer for purchase of an alcoholic beverage.
- A minor carrying an alcoholic beverage to the register for a legal customer to purchase.
- A minor selecting an alcoholic beverage that is to be purchased by a legal customer.

N

**Note:** This does **not** include adults merely shopping with a minor.

- If you suspect a customer is purchasing alcoholic beverages for minors, it is your responsibility to ask for adequate identification from **all persons** in the party.
- If you have doubts about whom the customer is purchasing alcohol for, or their identification, a manager should be called immediately to make the final decision about the sale.

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<b>Important:</b>	Management must communicate the above information to all clerks.
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## Employee

- All managers and employees engaged in the sale of alcoholic beverages must have knowledge of and adhere to all state and local laws governing the sale of alcoholic beverages.
- Alcoholic beverages **must not be sold** by anyone under the age of 21.
- If a **clerk under the age of 21 scans** an alcoholic beverage, the register prompts the clerk to call a member of management. The manager must insert a key and input their employee ID for the sale to be completed. When a manager is called, it then becomes the manager's responsibility for the sale of alcohol, and the manager will be held accountable for the conditions of the sale.
- When a cashier scans the alcoholic beverage and the POS prompts whether the customer appears under the age of 40, if the answer is YES, then the cashier must enter the birth date on the customer's photo identification into the POS system.

## Handling

- Alcoholic beverages should not be handled, including stocking alcoholic beverages, by any employee under the age of 21.

## Managing the Sale of Alcohol

Supervising the sale of alcohol carries great responsibility. Alcohol-related accidents, injuries, and deaths can occur if it is sold irresponsibly. The following can occur if you allow alcohol laws to be violated:

- The manager on duty and/or the employee selling the alcohol can be disciplined, up to and including termination of employment.
- The manager on duty and/or the employee selling the alcohol can be held personally liable for violations of the law. Such violations could potentially result in being arrested, charged, and perhaps jailed and fined.
- The manager on duty and/or the employee cited for selling the alcohol may not be able to work in or own another establishment that sells alcohol.
- Walgreens may lose its alcohol license and/or be fined.
- The manager on duty, the employee selling the alcohol, and Walgreens can be sued for damages caused by an intoxicated person if alcohol is sold to that person illegally.

## Train

All employees, regardless of age, must do the following:

- Review all available training materials.
- Complete "A Time to Care" PPL.
- Read, sign, and date the Sale of Alcoholic Beverages Policy (Form 265). Management must also sign this form. The original, completed form must be retained at the store for **three** years.
- Review all state and local laws and ensure that all requirements are understood, implemented, and adhered to.
- Complete the Policy Acknowledgement(s).

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<b>Note:</b>	All employees will be annually enrolled in the Policy Acknowledgement(s).
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## Daily Log

To help reinforce Company policy and state law regarding the sale of alcoholic beverages, at the beginning of each shift, employees must **read, understand and acknowledge** the following:

### Hourly Employees

The Liquor Compliance Policy Log and Liquor Acknowledgement Log must be electronically signed when punching in with the time clock.

### Salaried Employees

The Alcoholic Beverages Daily Log 264 must be signed, including the date and time. Retain the original, completed forms at the store for **three** years.

## Annual Review

Review the Company Policy and state law with any employee before authorizing that employee to sell alcoholic beverages.

Employees **must** annually review Company policy regarding the selling of alcoholic beverages. The review must include:

- Informing employees that they must ask for a driver's license, state ID, military ID, or passport from every customer appearing to be under the age of 40 as proof of age. Refuse the sale, if the photo identification appears valid, but there is still doubt about the age.
- Stating the legal age required for purchasing alcoholic beverages in your state;
- Inform employees that if they sell alcoholic beverages to a customer who is under the legal age to purchase the product, the employee is subject to arrest and criminal prosecution and the customer is subject to arrest.
- Informing employees not to sell alcoholic beverages to anyone who is intoxicated.
- Review of all state and local laws pertaining to the sale of alcoholic beverages.

## Printable Forms

- Sale of Alcoholic Beverages Daily Log (Form 264)
- Sale of Alcoholic Beverages Policy (Form 265)

## Sale Restrictions

Check with your local municipalities for further date and time restrictions on the sale of alcoholic beverages. Program the POS system with restricted hours.

## Exchange Restrictions

Unopened alcoholic beverages with a receipt can only be exchanged at the same store where originally purchased and only during non-restricted selling days and times.

## Alcohol License and/or Permits

Alcohol license and/or permits must be framed and conspicuously displayed within view of customers and agencies.

## Alcohol Sign

You **must** refer to this link to review the appropriate signs for your state. These signs can be ordered through the sign catalog.

Post signs where they can be easily seen by customers, in addition, adhere to any local ordinances.

### **Performance Reporting**

Similar to tobacco, management must report ALL alcohol policy performance checks (both passed and failed) to Corporate and Regulatory Law within 24 hours of receiving notice.

### **Acknowledgement**

I have read, understand, and agree to abide by the Sale of Alcoholic Beverages Policy. If I have a question or a problem relating to this information, I will contact my store manager.