



# Information Bulletin

## Address Directory

For all agents and suppliers

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### Address Directory Annual Update

In order to facilitate and target our communication, the Société des alcools du Québec is validating the contacts we have for your company.

Thus, you will receive a form to be completed with the updated information, on February 15<sup>th</sup><sup>1</sup>, from the following email address: [fournisseur.amm@saq.qc.ca](mailto:fournisseur.amm@saq.qc.ca).

At that time, you will be able to confirm or modify your contact information. The filing deadline to return your business contact information form is March 5<sup>th</sup> 2010.

After that date, only the contact person or the general email address that you will have provided as your **Contact – General**, **Contact – Marketing/Promotional**, **Contact – Purchasing**, **Contact – Executif**, **Contact – Quality** and **Contact – Logistics** will be considered in the communications between the SAQ and your company, depending on the subject.

If between the present update of the address directory and the next one it occurs that you have to do changes on the business contact information, please notify us by an email at the following address: [fournisseur.amm@saq.qc.ca](mailto:fournisseur.amm@saq.qc.ca). On reception of your request, we will send you the form in which you will do the necessary updates.

Once we receive your completed form, we will update your business contact information in our records and we will provide you your 2009-2010 scorecards at the beginning of the month of April.

For more information, please contact the

**Service d'Assistance aux Relations d'Affaires**

(Business Relations Assistance Service)

by e-mail, at [sara@saq.qc.ca](mailto:sara@saq.qc.ca), or by phone, at 514-254-2711.

<sup>1</sup> If you do not receive the form by February 22<sup>nd</sup> 2010, please send us an email at the following address: [fournisseur.amm@saq.qc.ca](mailto:fournisseur.amm@saq.qc.ca). Please indicate your agent or supplier number in the message of your email.