



JOHNSON BROTHERS OF MINNESOTA

Dear Valued Customer,

As we begin working together, it's important for us to share a little more about Johnson Brothers. We are a family company and have been since 1953. Today, Johnson Brothers is one of the leading wine and spirits distributors in America, headquartered in St. Paul, Minnesota and operating in 26 states. We are proud to represent industry leading suppliers from around the world as well as the best local brands here in Minnesota. Finally, as the only distributor to cover the entire state of Minnesota, we strive to provide world class service to all of customers here in our home state.

There are a few forms that we need from you to ensure that billing and payments are handled as efficiently as possible – you will find them all attached here:

- Complete the Credit Application
- Enroll in Auto Bill Pay or ACH/Electronic payment. This is a free and secure service:
 - Payments, less any credits are pulling from your checking account on the due date
 - ACH can be utilized for just your COD deliveries (beer/malt-based products) or
 - ACH can be utilized for your entire account including wine and spirits
- Enroll in JB Hub and Electronic Statements – going paperless and having access to ecommerce ordering and all of your past statements online is such a time saver.
- Complete the Certificate of Exemption for Minnesota Sales Tax

Thank you for your understanding. We sincerely appreciate your business and look forward to continuing to provide you with the best service in the future.

If you have questions, please contact your Sales Consultant or contact our Customer Service team directly at creditdept@johnsonbrothers.com or 651-649-5800. In addition, please visit www.johnsonbrothersofmn.com and follow us on Instagram and Facebook @johnsonbrothersofmn for all the latest news and information.

Thanks again for giving us an opportunity to earn your business – we are looking forward to building a long-term partnership!

Sales Consultant Contact Information:

Name: _____

Phone: _____ **E-Mail:** _____



JOHNSON BROTHERS OF MINNESOTA

CREDIT APPLICATION

GUARANTY OF CUSTOMER ACCOUNT:

Customer # _____

(Full Legal Name of Business)

(Address)

(City, State, Zip Code)

This Letter will confirm our understanding:

To induce Johnson Brothers Liquor Company, Phillips Wine & Spirits, Artisan Beer, Wine Merchants and their various divisions, subsidiaries, parents, affiliates and related businesses to sell merchandise and extend credit to the Customer above-named, I/we hereby unconditionally guarantee the prompt and full payment when due of any and all indebtedness that the Customer may owe you from time to time arising from your sale or delivery of merchandise to the Customer. I/we will also pay you any collection expenses and reasonable attorney's fees you may incur due to the Customer's default or to enforce this guaranty. I/we agree that these obligations may not be offset by any claim or counterclaim the Customer may have against you, or by any potential contribution from another guarantor. You may enforce this guaranty either before or after proceeding against the Customer.

This guaranty is continuing, absolute and unconditional, and I/we can revoke it only by giving you my/our termination notice in writing (verbal notice is insufficient). My/our guaranty will still cover any transactions that occur before you actually receive such written notice.

I/we hereby waive notice of acceptance, demand, protest, dishonor, default or non-payment, orders, sales and deliveries, and extensions of credit. My/our obligations under this guaranty will be joint and several, and not be affected by any settlements, compromises, releases, adjustments, or other transactions involving you and the Customer. I/we agree that you may bring any suit to enforce this guaranty in the state or federal courts located in Ramsey County, Minnesota, and I/we consent to the venue and jurisdiction of said courts.

I/we understand that this is a legal agreement, and agree to be bound by its terms.

WITNESSED:

Print Name:

Sign Name: _____

Print Name: _____

Guarantor 1

Sign Name: _____

Print Name: _____

Guarantor 2

DATED: _____



JOHNSON BROTHERS OF MINNESOTA

CREDIT APPLICATION

This form is filed in our confidential credit file and used only in establishing credit with our company.

Licensed as: _____ **Year Established:** _____

DBA Name: _____ **Phone:** _____

Business Address: _____ **Fax:** _____

City/State/Zip: _____ **E-mail:** _____

County of: _____ **License Applied at: City/Village/Town of:** _____

Business Type: Corporation LLC Partnership Sole Proprietorship **Fed ID #:** _____

Mailing Address: _____ **Phone:** _____

_____ **Fax:** _____

City/State/Zip: _____ **E-mail:** _____

PRINCIPLE OWNERS OR STOCKHOLDERS:

	<u>Principal #1</u>	<u>Principal #2</u>
Name, Title:	_____	_____
Home Address:	_____	_____
Phone, Social Sec. #:	_____	_____

TRADE REFERENCES:

	<u>Trade #1</u>	<u>Trade #2</u>
Business Name:	_____	_____
City, State:	_____	_____
Acct No.:	_____	_____

BANK REFERENCE:

Bank Name: _____ Bank Phone: _____

City, State: _____ Account Number: _____

Borrowing/Checking _____

Terms: Net 30 days, FOB Shipping Point

Customer agrees that delinquent balances on invoices over 60 days old will carry interest at a rate of 1.5% per month, and further agrees to pay all costs of collection, including reasonable Attorney's fees. There is a \$30 (or maximum allowed by law) charge for returned checks.

Customer expressly agrees that the forum for any litigation pursuant to this agreement or any other contract between Seller and Customer, whether Seller or Customer brings suit, shall be the state or federal courts located in Ramsey County, Minnesota, and the Customer consents and submits to the venue and jurisdiction of said courts. This agreement shall be governed by and construed in accordance with the laws of Minnesota.

Customer shall make a careful inspection at time of delivery. Failure to give written notice within ten (10) days of delivery shall constitute an unqualified acceptance of the merchandise delivered and a waiver of all claims. No returned product will be accepted without prior approval. Restock fees apply.

To the best of my knowledge, the above information is true in fact as of this date: _____

Signed By: _____ **Title:** _____

This signature gives permission to Johnson Brothers Liquor Company or their agent to verify any or all information listed on this form.

Please attach separate financial statement of assets and liabilities

Certificate of Exemption

Purchaser: Complete this certificate and **give it to the seller.**

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name _____ Project description _____

Type or print	Name of purchaser _____			
	Business address _____		City _____	State _____ Zip code _____
	Purchaser's tax ID number _____		State of issue _____	
	If no tax ID number, enter one of the following:	FEIN _____	Driver's license number/State issued ID number _____	
			state of issue _____	number _____
	Name of seller from whom you are purchasing, leasing or renting _____			
	Seller's address _____		City _____ State _____ Zip code _____	

Type of business. Circle the number that describes your business.

Type of business	01 Accommodation and food services 02 Agricultural, forestry, fishing, hunting 03 Construction 04 Finance and insurance 05 Information, publishing and communications 06 Manufacturing 07 Mining 08 Real estate 09 Rental and leasing 10 Retail trade	11 Transportation and warehousing 12 Utilities 13 Wholesale trade 14 Business services 15 Professional services 16 Education and health-care services 17 Nonprofit organization 18 Government 19 Not a business (explain) _____ 20 Other (explain) _____
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Reason for exemption. Circle the letter that identifies the reason for the exemption.

Reason for exemption	A Federal government (department) _____ B Specific government exemption (from list on back) _____ C Tribal government (name) _____ D Foreign diplomat # _____ E Charitable organization # _____ F Educational organization # _____ G Religious organization # _____ H Resale	I Agricultural production J Industrial production/manufacturing K Direct pay authorization L Multiple points of use (services, digital goods, or computer software delivered electronically) M Direct mail N Other (enter number from back page) _____ O Percentage exemption <input type="checkbox"/> Advertising (enter percentage) _____ % <input type="checkbox"/> Utilities (enter percentage) _____ % <input type="checkbox"/> Electricity (enter percentage) _____ %
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Sign here I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser _____	Print name here _____	Title _____	Date _____
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AUTO BILL PAY

SAVE TIME.
SAVE MONEY.

Three Options:

AUTO BILL PAY

- Funds withdrawn **on invoice due date**, not before. You can still take full advantage of your terms. [COD funds drawn next business day].
- Notified via e-mail 7 days before the invoice will be debited from your account.
- Credits given along with invoice debits.

onEpay

- Invoices are consolidated into one weekly payment.
- Funds drawn each Tuesday after the due date.
- Notified via e-mail 7 days before the invoice will be debited from your account.
- Credits given along with invoice debits.

COD ONLY

- Pay only for COD delivery invoices. Terms invoices can still be paid by traditional check.
- Funds drawn next business day.

Benefits

- Buy yourself time
- COD delivery payments are automated versus hand writing checks
- Save Money
- Stay Current
- Administered by Johnson Brothers
- Free Service
- Safe & Flexible

Sign Up Today!

- Enrollment is attached
- Questions? Contact our Credit Department at [651] 695-3540 or ACH@johnsonbrothers.com

Auto Bill Pay Enrollment

Johnson Brothers | Wine Merchants | Phillips Wine & Spirits | Artisan Beer Company

I, _____, hereby authorize Johnson Brothers, its subsidiaries and affiliates, to effect payment for charges on my account as such amounts become due by initiating debit entries in the form of electronic funds transfers to my bank account maintained at the financial institution named below.

Original must be mailed to:

Attn: Credit Department, Johnson Brothers
1999 Shepard Road, St. Paul, MN 55116

To expedite, you may also fax to [651] 637-3240 or email to ACH@johnsonbrothers.com

Customer Business Information

DBA Name: _____

Cust Account #: _____

Business Address: _____

Contact Phone #: _____

Payment Options: [Select One]

Auto Bill Pay - Funds Drawn on Due Date

onEpay - Weekly Consolidated Payment
Funds Drawn Each Tuesday

COD Only - Funds Drawn Next Business Day
for COD Invoices Only

Contact Name: _____

Contact E-Mail Address:

[Auto Bill Pay draw notifications will be sent to this address] _____

Customer Banking Information

Account Name: _____

Account Type: [Select One]

Checking

Savings

Bank Name: _____

Bank City: _____

Authorized Bank Account Signer [Signature]

Bank ABA [Routing] #: _____

Authorized Bank Account Signer [Print Name]

Account #: _____

Date

JB HUB & ELECTRONIC STATEMENTS

Want to receive your statements **ELECTRONICALLY** instead of dealing with paper?

Sign Up

[E-Statements](#) [JB Hub Access](#)

Owner E-Mail Address: _____
(Required)

Manager E-Mail Address: _____
(Optional)

Questions? Need Help? **Call Fred Richards at [651] 637-3343.** He'll be happy to help!



HELPING YOU BUY

JB Hub is our online platform for customers and sales consultants to **reorder** products and review past order history. It's simplified design allows you to easily reorder products at your convenience, leaving more time to focus on your business vs ordering.



CONVENIENT

Review your catalog of past orders at any time to **reorder** products at your convenience.



EFFICIENT

Reduce mistakes from notes, texts, voice mails, calls, etc. and ensures that the right items are ordered the first time.



INFORMATIVE

Access your previous order history, past invoices, and other general account information.

How it works.

Need to re-order products.



Log in to JB Hub, browse the online catalog, create a new re-order.



Submit re-order for sales consultant to review and approve.



Receive email confirmation of placed order.

WHAT YOU CAN DO WITH JB HUB



PLACE RE-ORDER

- Order products by the case, bottle or keg
- Price listed shows last price paid
- Submit re-order to sales consultant
- Sales consultant reviews order to approve



VIEW HISTORY

- Previous orders
- Invoice history
- Account information (delivery days, contacts, etc.)

What JB Hub is NOT.

JB Hub **WILL NOT** replace your sales consultant.

JB Hub **WILL NOT** eliminate the time your consultants spend with you, we feel it will increase and maximize it long term.

JB Hub **WILL NOT** replace our customer service team, they will always be available to assist.