



## Sustainable Development

Finance and Shared Services/Financial Services/Licensing  
66-200 Saulteaux Crescent  
Winnipeg MB R3J 3W3  
T 204-945-4042 F 204-945-2474  
www.Vendor.Inquiries@gov.mb.ca

May 13, 2019

Name  
Company  
Address

Dear Vendor

This is to advise you that your application to become a vendor of recreational licences for Manitoba Sustainable Development has been approved. Your vendor number will be **V#XXXX** and you must use this number whenever corresponding with this office.

New appointments are made on a prepaid basis. You purchase licences from the Department beforehand and then sell them to your clients. At the end of every month, the books that have been sold should be returned. All carbon copies of the sold licences must be returned. We will refund any unissued licences returned at the end of the season or upon request. This prepayment requirement will remain in effect for a minimum period of 3 years of active seasons.

All vendors must achieve and maintain a minimum sales requirement. In the case of rural vendors, the sales requirement is 100 licences sold per year. If this requirement is not met your account will continue on a prepaid basis.

When you are ready to order your licences, please fill out the attached licence order form and return it to the above address. Payment for licences must be received in this office before the licences can be released. Acceptable payment method is money order. Cash or debit are also accepted at the address above. Orders are processed from Monday to Friday and require 48 hours upon receipt. Enclosed is the Vendor Instruction Manual. Please be sure to read these instructions thoroughly before issuing any licences.

Best wishes for a successful venture.

Thank you.

Manager

cc. XXXXX District Office