



August 17, 2020

Dear Valued Customer:

As we continue to look for opportunities to increase efficiency and reduce costs, we have concluded that the cost for receiving Credit Card payments on open account sales is no longer sustainable.

We currently accept Credit Card payments for COD transactions and Payments in Advance which are required before shipping. We will continue accepting Credit Cards for COD and Pre-Payment with no additional fees, but if you wish to pay your established account using a Credit Card, we will add a 2.5% surcharge to cover our added fees.

We make every effort to keep our costs as low as possible and trust you understand the need for this surcharge.

Sincerely yours,

Joe Roberts  
President

JCR\rbb

**Consistent Quality. Exceptional Service®**

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