

Dear Valued Customer,

As a service to our customers, we will begin to accept credit cards for the payment of customer account balances. However, there is the additional costs associated with these transactions. A convenience fee line item to minimize these costs will be implemented. This fee will be as follows:

- A 3.5% fee will be added to all credit card payments to offset the processing fee the company must pay to the credit card processor. For example, a \$1,000.00 payment to Depp Glass Inc. will result in a \$1,035.00 charge to your credit card.

Depp Glass will continue to accept the following payment alternatives that will not incur the convenience fee:

- ACH or wire transfer from your bank account.
- Paper checks – Paper checks may be mailed to 41-40 38th Street Long Island City, NY 11101. Paper checks will require clearance before payment is considered accepted.

CREDIT CARD AUTHORIZATION FORM

DATE:

COMPANY NAME:

EXACT NAME ON CARD:

CARD BILLING ADDRESS:

CITY:

STATE:

ZIP:

PHONE NUMBER:

I, _____, hereby authorize Depp Glass Inc. to charge my credit card in
the amount of \$ _____ Plus 3.5 % Convenience Fee

CREDIT CARD: Mastercard Visa American Express Discover

CREDIT CARD #:

EXPIRATION DATE: _____ (mm/dd/yyyy) SECURITY CODE: _____

SIGNATURE: