



November 15, 2016

Dear Valued Customer:

Effective December 1, 2016 we will begin charging a 2% fee for all payments made to your account using a credit card. Your cabinet pricing is based upon the assumption that you pay by check and does not include the fee which we are required to pay for payments made via credit card. This fee will be added to the amount we charge to your credit card at the time of payment. You have the option of paying via check to avoid this fee.

If you have any questions, or if you need any additional information, please contact Audra Greenberg, Accounts Receivable Manager directly at (714) 578-2007.

Sincerely,

Professional Cabinet Solutions, Inc.

A handwritten signature in blue ink, appearing to read 'Randy Thompson', is written over a horizontal blue line.

Randy Thompson
Vice President Controller