



WHITE CAP

DIAMOND TOOL
A WHITE CAP COMPANY

VALLEY SUPPLY CO
A WHITE CAP COMPANY

To Our Valued Customer,

For many years, White Cap has absorbed all transaction and processing fees related to credit card payments to ensure ease and convenience in billing. However, as banks and credit providers have continued to increase these fees, we find it necessary to make a small adjustment to our billing process.

Starting December 2, 2024, a minor surcharge (no more than 3%) will be added to credit card payments. Rest assured, this fee will be clearly displayed at the time of payment, and it only reflects the actual costs of processing these transactions.

Please note the following:

- **Payment Choices:** To avoid this fee, please feel free to use ACH or debit card payments via our secure portal, Billtrust.
- **Transparency:** In compliance with legal standards, White Cap will only apply a surcharge equal to the cost of processing; we do not profit from this fee.
- **State Regulations:** Where local laws prohibit such fees, they will not be applied, and we will inform you of any applicable surcharge in advance.

If you haven't already, we invite you to sign up at **White Cap's secure online billing and payment portal** [<https://whitecap.billtrust.com>] using your account number and enrollment token on your most recent invoice.

Thank you for your understanding and continued partnership. We appreciate the opportunity to serve you and look forward to supporting your business needs. If you have any questions, please don't hesitate to reach out to your account manager.

Sincerely,

Your White Cap Team