



April xx, 2024

## EXECUTIVE LETTER & LETTER OF AUTHORIZATION

Dear Valued Vendor,

As we strive to improve our payment processes through technological enhancement, we are moving toward a more automated payment system, allowing us to reduce the time required to pay our invoices. Going forward, our preferred payment method is Virtual Card. This change will give us the flexibility to make payments faster, more securely, and eliminate the use of paper checks.

We are implementing a Payments Program that will optimize the payments process for our respective organizations. We have partnered with PairSoft Pay powered by Finexio, experts in commercial payment execution. This program will deliver payments using a Virtual Card that you will process using your existing card payment solution.

As such, Inglenook hereby authorizes you to share our invoices and account information on file with you with Finexio employees and representatives in order to affect this purpose. You can find more information on our website [www.thefamilycoppola.com/finexio-payment-program/](http://www.thefamilycoppola.com/finexio-payment-program/)

The benefits of the Finexio Program include:

- **Faster Settlement:** Virtual cards are issued quickly, are delivered on the same day, and typically settle without delay - you get access to your funds sooner.
- **Easier Reconciliation:** Each payment includes detailed remittance advice tying back to specific invoices - less time spent reconciling or tracking down payments and lost checks.
- **Improved Security:** Finexio virtual cards are single-use cards, which carry a number of enhanced security measures ensuring they may only be processed by the appropriate payee.
- **Better Information:** Complementary 24/7 access to the Finexio Payee Portal where you can access all of your payment information.

Our research shows you may already have the ability to process card payments, enabling a smooth transition to this enhanced process. Even if you do not currently accept payment via cards, Finexio will explain the various options available to you in order to get up and running and explain any potential associated transaction fees as well as how you can continue receiving check payments.

Your first step to start the onboarding process is to reach out to our Supplier Enablement Team via email at [SupplierEnablement@Finexio.com](mailto:SupplierEnablement@Finexio.com) and a Finexio representative will contact you to complete the process over the phone. We are excited about this initiative and want to thank you in advance for your cooperation. We look forward to continued success in our partnership. Please contact [accounts.payable@inglenook.com](mailto:accounts.payable@inglenook.com) if you have any questions.

Sincerely,

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