December 1, 2015

Dear Valued Customer,

This letter is intended to serve as formal notice that Professional Finishing has modified its standard payment terms and will no longer offer early payment discounts.  This new policy will both help reduce rising costs and improve the efficiency of our internal payment processes.  We have found that very few of our customers take advantage of this discount, and the benefit it provides to our business is outweighed by the cost of maintaining it.  We apologize for any inconvenience and look forward to continuing to deliver to all of our customers the high quality coating and finishing services you have come to expect. We appreciate your cooperation and understanding in this matter.

The new policy will apply to all invoices for orders placed after January 1, 2016.

Please do not hesitate to contact us if you have questions.

Sincerely,

Professional Finishing