

THE DARCY

WASHINGTON DC

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.

We are implementing a Payments Program which will optimize the payments process for our respective organizations. We have partnered with Finexio, experts in commercial payment execution, and this program will deliver payments using a Finexio virtual card that you will process using your existing card payment solution.

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 or work orders - 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 don't currently accept payment via cards, Finexio will explain the various options available to you in order to get up and running.

Your first step is to start the onboarding process online. If you choose to not utilize the link below, a Finexio representative will contact you to complete the process over the phone.

[Virtual Card Enrollment](#)

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.

Sincerely,

Erica Brown

AP Manager, Northwood Hospitality

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WASHINGTON DC

3/22/2023

Dear Valued Vendor,

Please be advised that The Darcy has entered into an agreement with Finexio to assist us in managing our vendor invoices and facilitating payments to our vendors.

As such, The Darcy 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.

Thank you for your cooperation.

Sincerely,

Erica Brown

AP Manager, Northwood Hospitality