

August 7, 2019

Dear Vendor Partner,

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 and significantly decrease the number of checks written on a daily basis.

We are implementing a Supplier Payments Program which will optimize the payments process for our respective organizations. We have partnered with BirchStreet Pay (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 BirchStreet Pay 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 BirchStreet Pay Payee Portal where you can access all of your payment information.

A BirchStreet Pay representative will be contacting you soon to provide details, answer questions, and assist you in the onboarding process. 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, BirchStreet Pay 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. Once you have completed your onboarding, a BirchStreet Pay representative will contact you to complete the process.

[Activate My Account Now](#)

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,

Irene Smith

Irene Smith
AP Specialist, The Darcy Hotel
Irene.Smith@thedarcyhotel.com
202-521-7115

THE DARCY
WASHINGTON DC

The Darcy Hotel
1515 Rhode Island Ave NW
Washington, DC. 20005

August 7, 2019

Dear Valued Vendor,

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

As such, The Darcy Hotel hereby authorizes you to share our invoices and account information on file with you with BirchStreet Pay (Finexio) employees and representatives in order to affect this purpose.

Thank you for your cooperation.

Sincerely,

Irene Smith

Irene Smith
AP Specialist, The Darcy Hotel
Irene.Smith@thedarcyhotel.com
202-521-7115