

TO: Glass Program Participants receiving Check payments
SUBJECT: Manual Check Fees & Direct Deposit Option
Date: December 1, 2007

Your Glass Program Participant Agreements allows LYNX Services to charge fees for payments made by manual Check to your business. These fees are necessary to cover ever increasing postal and administrative costs of checks.

The fee will be \$1.50 per each Work Assignment (job) covered by a manual Check payment. Please note this fee will be *multiplied by the number of jobs* included on a single manual paper Check. A job or Work Assignment is generally identified by a "Dispatch Number". The total dollar amount of fees deducted from any one check will vary with the number of jobs paid. Also per your Agreements, these fees can not be collected from vehicle owners or Customers.

The deduction of Manual Check fees will begin with each and every job paid by manual check dated on or after **January 1, 2008**.

However, manual check fees may be avoided by signing up for direct deposit of payments into your bank account.

Please avoid manual payment fees by using the *Direct Deposit Option*, and allow fast payment by LYNX Services via Electronic Funds Transfer (EFT) direct into your Bank Account. Direct Deposit is quick, convenient, and secure. Payment records are maintained and available for your use at www.lynxservices.com immediately as funds are transferred.

Please take action to avoid fees by signing the attached "Direct Deposit" document, including your Bank account and routing numbers, and returning by FAX# (239)479-6164. Copies of the attached documents may be printed from the LYNX Services website noted above. You must *take action now to allow up to 15 days processing time* for banks to receive direct deposit information.

Thank You for your support of the Glass Programs administered by LYNX Services, and the common Customers we serve.

**PLEASE RETURN THE COMPLETED SIGNED DIRECT DEPOSIT
FORM IMMEDIATELY TO FAX# (239)479-6164**