



September 3, 2025

Subject: Important Update Regarding Credit Card Payments

Dear Valued Customers,

We hope this message finds you well. We are writing to inform you of an important update to our company policy regarding credit card payments. This adjustment is necessary to ensure continued efficiency in our payment processing while managing the rising costs associated with credit card transactions.

Effective October 15, 2025, all payments made by credit card will incur a 3% processing fee. This fee will be applied to the total amount of the order at the time of payment. Customers who wish to avoid this fee are encouraged to use alternative payment methods such as ACH (preferred) or check, which remain available under our standard credit terms.

As a reminder, customers may choose between two payment options when placing an order with us:

1. **Credit Card Payment Option:** Orders paid via credit card will be charged in full at the time of shipment, with a 3% fee applied.
2. **Credit Terms Option:** For customers who prefer terms such as Net 30, we ask that payment be processed by ACH or check in accordance with the agreed-upon schedule.

We encourage you to discuss the most suitable payment option for your account with your designated sales representative. Our goal is to work closely with you to ensure a smooth transition and to continue providing the highest level of service.

We appreciate your understanding and cooperation as we implement this change. Should you have any questions or require further clarification, please do not hesitate to contact your local sales representative or reach out directly to our office.

Thank you for your continued trust in Test Equipment Distributors. We remain committed to serving you with professionalism and dedication.

Sincerely,

MICHAEL NINACS
National Operations Manager, TED
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