



Date

Name

Title

Supplier's Company Name

Address

City, State, Zip

Dear (Preferred Supplier),

How would you like to get paid in three days instead of 45? Now you can, by accepting the MasterCard® Corporate Purchasing Card® for transactions that you'd normally invoice. It's a smart way to improve your cash flow and streamline the entire purchasing process, eliminating costly delays and time-consuming paperwork.

(Sender company name) has launched a MasterCard Corporate Purchasing Card program and we're inviting you to join today.

It's easy to get started. In no time you can begin to:

Simplify and speed up the buying process

Electronically authorize purchases

Eliminate invoices for purchases

Receive payment in days instead of weeks

Maintain preferred vendor status

Here's all you have to do:

- If you currently accept credit cards, please call your credit card service provider and arrange for a software upgrade to Level II. This will allow you to electronically transmit accounting data (sales tax and customer code) with MasterCard Corporate Purchasing Card orders.
- If you do not currently accept credit cards, call (contact name) at (phone number) to make arrangements for acceptance, or go online to apply at: mastercardmerchant.com/accept_mastercard.

If you need more information, please call (contact name), the MasterCard Corporate Purchasing Card program administrator at (phone number), or go online to apply at: (sender Internet address).

Thank you for your cooperation.

Yours truly,

Name

Title