

## **Program Introduction - Changing Card Vendor**

We are pleased to announce the JPMorgan Chase Corporate Card Program. These Corporate Cards are being issued as a payment vehicle to those employees that are frequent business travelers. We are implementing this program to provide our employees with added convenience, security and flexibility while on business travel and also to reduce travel and administrative costs for our company. Both the company and the employees will enjoy multiple benefits associated with the JPMorgan Chase Corporate Card program.

***Acceptability***-The JPMorgan Chase Corporate Card is widely accepted at more than 11 million merchants worldwide.

***Reduces Need for Cash***-With the large acceptance of the JPMorgan Chase Corporate Card, you will no longer have to carry large amounts of cash when you travel.

***Eliminates Need to Use a Personal Credit Card for Business Expenses***-You now have a Corporate Card to pay for all your business expenses, freeing up your personal credit and personal credit limits.

### ***Insurance Benefits and/or Travel Assistance***

- Common Carrier Insurance provides coverage when the entire fare has been charged to your JPMorgan Chase Corporate Card or Central Travel Account.
- Lost/Damaged Luggage Assistance provides coverage and assistance when a common carrier loses or damages your luggage and the entire fare was charged to your JPMorgan Chase Corporate Card or Central Travel Account.
- Auto Rental Insurance provides world-wide, primary coverage up to the full value of most rental cars in the case of damage, theft or vandalism. Coverage is for rentals when the primary use of the car has been for business purposes.
- 24-Hour Customer Service at 1-800-270-7760 is available 24 hours a day, 365 days a year. The JPMorgan Chase Customer Service is dedicated to assisting Corporate Card clients with account information, name and address changes, duplicate statement requests, lost/stolen or damaged card reports and replacement and billing questions.

### ***Assistance Centers***

- VISA Assistance Center, 1-800-VISA-911
- MasterCard Assistance Center, 1-800-

***Company Benefits***-The comprehensive data and reporting mechanism our company will receive from JPMorgan Chase will be instrumental in analyzing costs. This comprehensive reporting will allow us greater data analysis to negotiate savings opportunities with vendors.

Our Company's Senior Management welcomes you to the program and appreciates your assistance and cooperation in making it a success.