

## *Training USA*

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To Whom it May Concern:

As of January 1, 2015, Training USA is changing its payment policy for all products including, but not limited to, textbooks, course completion cards and instructor cards.

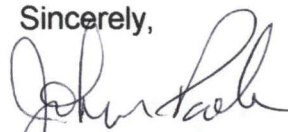
Once an instructor sends a roster to Training USA or places an order, we will process that order. Once the order is processed, we will then send you an invoice and contact you for payment arrangements. Payment must be received before the order is completed.

It has come to my attention that instructors have been receiving cards, textbooks, etc., and payment may not be received for months, if ever. We are a nonprofit organization and must be timely paid for our product in order for us to make our obligations.

For your convenience, we accept personal or business checks, Visa, MasterCard, American Express, PayPal or cash (only if you place your order in person).

Thank you in advance for your cooperation.

Sincerely,



John Poole,  
Director, Training USA