



**Airgas, Inc.**  
259 North Radnor-Chester Rd.  
Radnor, PA 19087

June 24, 2025

DON MORGAN  
PAPER FIRST AFFILIATES  
3021 CITRUS CIRCLE SUITE 230  
WALNUT CREEK, CA 94598

**Notice Regarding Payments on Account and Open AR Customers**

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an important update that will take effect on September 15, 2025.

We will be implementing a credit card surcharge on certain payment transactions.

This surcharge will apply to all customers to whom we have extended credit or who have outstanding account receivable balances, and who elect to make payment on their open invoices using a credit card (to the extent surcharging is permitted by applicable law).

This surcharge will be calculated as 3% of the total amount paid by credit card. There will be no surcharge on payments made using a debit card, or for customers enrolled in autopay.

**Key Details:**

- **Effective Date:** September 15, 2025
- **Surcharge Amount:** 3% of the total amount paid by credit card
- **Applicable Transactions:** Payment on open invoices by customers using a credit card in jurisdictions that permit surcharging.

If you prefer to avoid this surcharge on future purchases, we encourage you to enroll in autopay or consider alternative payment methods such as debit cards, ACH transfers, checks, or other available options. Instructions are enclosed.

If you have any questions or need further clarification, please do not hesitate to contact our customer service team at the telephone number provided on the front of the invoice.

Thank you for your continued partnership and support.

Sincerely,

Jennifer Hernandez

Airgas Chief Financial Officer



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## Faster, More Secure Payments Switch to ACH Direct Deposit

We know how important it is for you to have a seamless payment experience.

That's why we encourage you to switch to ACH—it's the **quickest, simplest, and safest** way to manage your payments.



### BENEFITS →

- ▶ **Direct Deposit:** Funds are deposited directly into your Airgas account, ensuring timely payments and helping you maintain a healthy account balance.
- ▶ **Improved Accuracy:** Electronic payments reduce the risk of errors compared to manual processes.
- ▶ **Faster Payments:** Skip the mail delays and enjoy the convenience of electronic payments.
- ▶ **Enhanced Security:** Rest assured that your payments are processed securely through direct transfers.

## To enroll, simply add Airgas ACH information to your payment systems.

On your invoice, our account information can be found in the lower right hand corner:



- **Remittance details?** Email [ww-global-remits@airgas.com](mailto:ww-global-remits@airgas.com)
- Have a form for Airgas to complete to set up ACH?  
Email [global.ach.registration@airgas.com](mailto:global.ach.registration@airgas.com)

## Did you know you can pay your bill online?

Or easily access to your invoices and payment records on [airgas.com](http://airgas.com)?

Find out more at [airgas.com/onlinebillpay](http://airgas.com/onlinebillpay)



Make the switch today and  
experience the benefits for yourself!

