



Here at the Hampton Golf Support Center, we've partnered with AvidXchange to automate our accounts payables and payment process. This memo includes information on what that means for you.

**Who Is AvidXchange and What Do They Do?**

AvidXchange helps businesses like ours speed up the way we review and approve invoices. This means you can get paid on time for the work you've already done. In fact, AvidXchange processes more than \$145 billion in transactions annually across their AvidPay Network of more than 700,000 suppliers.

As part of the AvidPay Network, you'll have access to a dedicated team at AvidXchange who is 100% focused on facilitating payments. With thousands of payments being processed every day, you can rest assured knowing that your funds will be delivered as quickly and seamlessly as possible.

**Your Action is Required.**

AvidXchange needs 2 things from you to ensure a seamless transition to this new payment process.

**1. Update how you submit invoices.**

Starting today, please send invoices for Hampton Golf Inc. to AvidXchange using one of these two options:




- Email your invoices to: [hamptongolfclubsinvoices@payableslockbox.com](mailto:hamptongolfclubsinvoices@payableslockbox.com)
- Mail your invoices to:
  - Club Name  
Hampton Golf Inc.  
PO Box 4579 Dept. 190  
Houston, Texas 77210-4579

*Note: When emailing invoices, attachments **MUST** be sent as PDF's!*

- For postal invoices you **MUST** include the Dept. number on the address. If you do not include the Dept. number on the address your invoice will not get processed.
- Place the company address above on all invoices themselves and not just the envelopes. This will ensure your invoice get routed to the proper location.

**2. Choose your preferred method of payment.**

AvidXchange offers a variety of payment delivery options tailored to fit your specific business needs. Whether it's speed, security or seamless transactions that matter most to you, AvidXchange helps you take control of how you get paid.

 <p><b>MASTERCARD</b></p> <p>Mastercard is our most popular, fastest and secure e-payment method.</p> <ul style="list-style-type: none"> <li>✓ Get payments by email within one business day after payment approval</li> <li>✓ Transactions monitored 24/7 by AvidXchange</li> <li>✓ Receive a one-time use, virtual Mastercard through a variety of delivery options</li> </ul> <p>Fees from your merchant account may apply.</p>	 <p><b>AVIDPAY DIRECT</b></p> <p>AvidPay Direct is our enhanced Direct Deposit option.</p> <ul style="list-style-type: none"> <li>✓ Get payments within three business days after payment approval</li> <li>✓ Transactions monitored 24/7 by AvidXchange</li> <li>✓ Funds deposited directly to your bank account</li> </ul> <p>Variable transaction fees will apply.</p>	 <p><b>CHECK</b></p> <p>Paper checks are delivered by First Class USPS.</p> <ul style="list-style-type: none"> <li>✓ Get payments within 7-10 business days after payment approval</li> </ul>
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**What's Next?**

Let AvidXchange know how you'd like to receive payments. If your company hasn't selected your preferred payment method yet, you can do so by visiting [www.avidxchange.com/new-supplier](http://www.avidxchange.com/new-supplier) and completing the online form. Otherwise, AvidXchange will be reaching out to you using the phone number or email you provided in your New Vendor Form.

If you have any questions about AvidXchange, you can chat with their team live by visiting [www.avidxchange.com](http://www.avidxchange.com); by clicking on the chat feature on the bottom right-hand corner of your screen. Or you can drop them a note by visiting [www.avidxchange.com/supplier-care/](http://www.avidxchange.com/supplier-care/) and selecting 'General Support' when prompted.

If you have any questions for us at the Hampton Golf Support Center, please contact us at [AP@Hampton.golf](mailto:AP@Hampton.golf). On behalf of Hampton Golf Inc. and AvidXchange, welcome to the AvidPay Network!