

December 31, 2002

Dear PSC Members,

A few months ago, I wrote to inform you of the PSC Board's decision to move our collection of quarterly membership dues to a more convenient, automated credit card system. While I had hoped to have this system in place before the January 2003 billing cycle, we have not yet fully implemented the system. Therefore, for the coming dues period of January through March 2003, we will continue to collect member dues through checks deposited in either Eric Fig's locker or in the mail slot on the storage closet door upstairs (across from Court #2).

We expect this to be the last time we collect dues 'the old-fashioned way' and over the next couple of months we will be setting up our credit card payment process to take over in April 2003. We are in the process of contracting with a company to perform our automated transactions and readying the software necessary to get us started. We will be testing the software and the system in the next month to make sure we have everything worked out.

In order to make the transition a smooth one, we are going to begin the process of collecting credit card information from all of our members now. Enclosed, we have prepared an information and release form for each member to fill out and return to the club as soon as possible. The form provides the club with the necessary information to debit your credit card on a quarterly basis. By signing and returning the form, you have given the club permission to charge your card for dues on a recurring basis. At this time, we are going to remain on a quarterly dues cycle and therefore debit your credit card in April, July, October and January. We will continue to send quarterly emails to members prior to the quarterly charge as a reminder.

Remember, if you wish to opt out of the credit card billing cycle, you can pay your annual dues with a one-time payment in the form of a check. If you choose to do this, you will need to pay the remaining 3 quarters for 2003 in April (\$540). Thereafter, we will collect the annual dues (\$720) in January of each year.

Please take the time to fill out the information and release form right away and return it with your January 2003 dues, no later than January 15, 2003. There is a bit of set-up time associated with the new payment system and we want to be ready for April. If you have any questions, please feel free to contact me at [jashanfield@cs.com](mailto:jashanfield@cs.com). or Eric Fig at [ehfig333@aol.com](mailto:ehfig333@aol.com).

Thanks and play well!

Jon

Potomac Squash Club  
Credit Card Billing Information Form

Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Payment Election:

Credit Card Payment

Annual Check

If Credit Card Payment is elected, please complete the following:

Credit Card Type : (Circle One)

MASTERCARD

VISA

Name (as it appears on the Card):

\_\_\_\_\_

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the Potomac Squash Club, Inc. to charge the above credit card for membership dues on a recurring basis. I acknowledge that the Potomac Squash Club will continue to charge my credit card until the time that I provide 30-day advance notice of my termination with the club.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form along with the current dues assessment for January 2003. (\$180)