



Dear Supplier,

Staples appreciates the working relationships we have with our suppliers and we are always looking for ways to strengthen our important business partnerships. For this reason, we are pleased to offer accelerated payment of supplier invoices in exchange for a discount via the secure C2FO marketplace.

With C2FO, you can Name your rate™ for early payment on your approved invoices. This allows you to receive early payment directly from Staples to improve cash flow at a rate that makes sense for your business. There is no fee or obligation when you activate your C2FO account and use this service.

Benefits of receiving early payment through C2FO include:

- Access early payment on demand
- Eliminate paperwork and contracts
- Secure access to view your approved invoices
- Technical support provided by C2FO
- Accelerate cash in just 2 clicks

The C2FO marketplace clears every day at 9:00am PST. Once Staples accepts your early payment offer, Staples will accelerate payment to the following cycle.

While we believe Staples C2FO is the most-supplier friendly option for improving your working capital efficiency, the final decision to participate is yours.

You may activate your C2FO account at your earliest convenience. If you have questions, please contact our support team at Staples@c2fo.com.

Thank you for your continued partnership with Staples.

A handwritten signature in black ink that reads 'Peter Scala'.

Peter Scala
Chief Merchandising Officer

C2FO Support Team

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