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| December 7, 2021

Dear PCO Certified Clients and Applicants,

PCO recognizes that you have a choice in selecting your organic certification agency and we are honored you chose us to provide this service. We look forward to continuing to support the important work of organic production through our certification service in the upcoming year.

PCO recently reviewed our fees with the goals to maintain a simple fee schedule, expand our service offerings to meet client requests, and to remain competitive within the industry. As a result of this review, we are making modifications to the current schedule, beginning January 1, 2022:

Simple and predictable fee schedule

- Previously our gross organic sales assessment tiers were based on a percentage of organic sales. We will now use a flat fee amount for each organic sales tier. This will allow each operation to predict their certification fee with more accuracy and transparency from year to year.

Expand our service offerings to include expedited services for both new and renewing clients

- New clients will have the option for an expedited certification timeline (price varies by scope).
- Renewing clients will have the option for expedited services for product reviews and export certificates.

Remain competitive within the industry

- Part of organic certification includes fees related to circumstances beyond the regular certification process.
- PCO is pleased to offer a payment plan for those in financial hardship; however, we will now charge a 5% finance fee on the amount on the payment plan.
- For operations who move through the corrective action process, there will now be an informal mediation fee of \$225.

The fee schedule is included with this letter, and you can also learn more about PCO fees at <https://paorganic.org/certification/get-started/fees/>. If you have any specific questions related to your operation, please reach out to Elizabeth Leah, Accounting Manager.

PCO's vision is that all communities are enriched through organic food and farming. We support this vision by streamlining the certification process and upholding our high level of customer service so your business can continue to grow and impact our communities.

Thank you for your dedication and commitment to organic production.

Sincerely,

A handwritten signature in black ink that reads 'Diana J. Kobus'.

Diana Kobus
Executive Director