



TANK SET INFORMATION

Account No:	Date:
Name(s):	Mailing Address:
Service Address: (if different)	Delivery Directions
SIZE OF HOUSE IN SQ. FT.	SIZE OF TANK TO SET:
UNDERGROUND ABOVE GROUND	CHANGE OUT FROM ANOTHER CO? Y N
NAME OF CONTRACTOR:	
APPROXIMATE DISTANCE FROM HOUSE TO TANK:	
DISTANCE NEEDED TO TRENCH	
IS TANK SET LESS THAN 100 FEET FROM DRIVEWAY? YES NO	
IS TANK SET PERMIT NEEDED: YES NO	
SOMEONE NEED TO LOOK AT SITE BEFORE SETTING? YES NO	
DATE TANK SET SCHEDULED:	APPROX TIME:

PLEASE READ THE FOLLOWING TERMS CAREFULLY

1. Tank set fee includes: tank, regulators, anode bag(s) (if underground), and up to 10 ft. copper. Any copper in excess of 30 ft., WILL be charged an additional \$3.00 per foot.
2. Customer needs to be home at time of tank set.
3. Customer must call "CALL BEFORE YOU DIG" (1-800-362-2764)! If digging required.
4. Collett's (Company) is not responsible for any utilities that are not marked. (i.e. septic lines, sewer lines, satellite lines, electric to outbuildings, down spouts, or any other utility lines unmarked by utilities.)
5. If crossing driveway, line must be sleeved, we cannot trench thru rock.
6. If going under sidewalk a representative from Company must look at site first.
7. If underground tank, customer must show backhoe operator where excess dirt is to go, otherwise dirt will be left beside tank! Some damage may occur to your yard and driveway when an underground tank is buried.
8. Company not responsible for reasonable wear and tear on driveways due to normal truck delivery.
9. Gas leaks are treated as high priority. Service call charges apply to all leak checks except those found on company owned equipment. (i.e. tanks and regulators).
10. Trenches are not seeded, sodded, & backfill dirt is not left flush with the ground, to allow for settling.
11. Tank sets are scheduled as orders are received. All required paperwork must be completed and full payment received before tank set can be set.
12. All plumbing to outside wall needs completed prior to tank set. Service call charges (\$100.00) apply with every follow up visit required by service department due to plumbing not to outside wall, or inside plumbing has not passed inspection..
13. Any addition or removal of a propane appliance(s) or equipment requires notification of our office in writing.

Terms and conditions governing the supply of propane to customers:

- Customer agrees that only propane sold by Company will be delivered to tanks owned by Company.
- Customer agrees to pay Company rates, fees, or charges in effect on the date that propane is delivered. Company reserves the right to change its' rates or charges if need be without prior notice.
- Customer understands that rates or charges are based on volume used in one year.
- Terms upon approval of our credit department are: delivery due and payable in 10 days. Thirty days after delivery any unpaid portion of "charge" sales are subject to finance charge of 2%, minimum \$3.00. Annual rate 24%. Sixty days after delivery additional fees may be incurred. Where applicable, Collection Service fees can also be collected. Payment made within 10 days of delivery can take an additional \$.05 per gallon discount off total due.
- CBD accounts must have payment in our office before gas will be delivered. All Rentals are COD.
- It's easy to make payments on your account. We accept checks, MasterCard, VISA or Discover credit cards, cash, and automatic checking account withdrawal (EFT). If paying by cash, please pay in person at one of our offices during normal business hours. Do not mail or leave cash in our after hour drop box. Drop boxes are located by the front door of our offices.



Upon approval by our credit department your account can be set up on an Auto Fill basis.

Auto fill means that we automatically come out and refill your tank as our computer and weather system projects your need for a delivery. By participating in this program you will save \$.20 per gallon. Additional deliveries will not be made for accounts carrying a balance due. If payment is not made after 30 days you will be removed from the auto fill program. Once you have enrolled in the auto fill program you must remain on this program for the minimum of one heating season (September – May), unless removed for non payment. New customers without a prior delivery history must monitor the tank to assist us in the auto fill delivery for the first year, until a usage history is established. **You will be responsible for paying for all gas delivered while on the auto fill program even if you move or change companies and fail to notify Collett Propane IN WRITING to be removed from this program.**

***ALL RENTERS ARE KEPT ON CBD (Cash Before Delivery) AND ARE MARKED WILL CALL.**

Documentation:

- Work Order Completed
- Delivery Tickets printed/handwritten
- Tank Contract Signed (two pages for undergrounds)
- Permission to fill completed and signed for Customer Owned Tanks
- Proof of Tank Ownership provided by customer COT

Information Provided to Customer:

- Magnet
- Safety and Warning Booklet with Propane sniffer
- Route Letter, Budget, Pre-Buy

Financial:

- Tank purchase Paid: amount \$ _____ = Total _____
- Tank set paid: amount \$ _____ = Total _____
- Paid for _____ gallons, @ _____ per gal.= _____ + Tax _____ Total _____

Total amount paid: \$ _____ Check # _____ Credit card Cash.

By checking here I do not want my credit checked and agree my account will remain COD and Will Call.

By signing below I acknowledge I have read and agree to the above terms and have received copies of all information checked.

Applicant Signature:	Print Name:	Date:
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