

Dear Valued Collett Propane Customer:

Please mark the appropriate box next to the delivery option you desire. Sign, date and return this form to our office or your account will automatically be placed on will call status. (Without signature and date this form is not valid)

[] **Will Call Delivery Option.** Will call means you are responsible for calling us when you need a delivery (when the tank gauge reads between 25-30%). Gas will be delivered on the next scheduled delivery day for your area. Delivery will not be guaranteed for the same day; therefore, you must call before closing of the business day before your normal delivery day (by Friday if delivery date is Monday). If your tank runs out and you require a delivery immediately you will be charged a delivery charge, in addition to the cost of the gas delivered. (During normal business hours 8 am – 5 pm \$65 charge, after hours, weekends and holidays \$130 charge) *This fee must be paid prior to delivery.* Out of gas calls will also require a gas check which is an additional \$75 charge.

[] **Auto Fill Delivery Option.** 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 \$.03 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 (June – May), unless removed for non payment. To be removed or reinstated on this program you must either submit a written request or complete a new form at least 10 days before your next scheduled delivery. 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.

A 2% monthly finance charge (24% annually) will be added to any unpaid balance due after 30 days from delivery. Payment made within 10 days of delivery can take an additional \$.03 per gallon discount off total due.

It's easy to make payments on your account, no matter what option you choose. We accept checks, check by phone, MasterCard, VISA, Discover, or American Express 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.

We appreciate your cooperation and hope that we continue to offer the level of service you expect from our company.

By my signature indicated below, I authorize Collett Propane to put the following account on the above marked delivery option.

Account # _____ Account Name _____

Delivery address: _____

Signature _____

Date _____