



PO Box 518
51 Greenwood Road
Brunswick, Maine 04011
207-721-1192

Dear Valued Customer:

This letter is to confirm our conversation regarding your request for information regarding Automatic Delivery status with Crowley Energy. In order to accurately plan for automatic deliveries, we rely on precise information from our clients. Please complete and return the enclosed paperwork so we may update our files. Keep in mind your tank needs to be full before automatic delivery may commence.

If you are approved and choose Crowley Energy for your automatic delivery services, we offer four convenient payment options. You may maintain a credit balance on your account; participate in our budget payment program; sign a fixed price contract for the heating season; or send payment within ten-days of each delivery to receive the cash discount price. However, if payment is not received within the allotted pay period, the credit card on file will be charged at the higher price.

Someone in our office will contact you when your account has been changed to Auto Fill status. Thank you for using Crowley Energy for your heating needs. We will continue to provide the best possible service and are grateful for your patronage. If you have any questions or concerns, please call 721-1192 or e-mail info@crowleyenergy.com.

Sincerely,

Account Representative

ROADWAYS AND DRIVEWAYS MUST BE SANDEDACCESS TO PIPE/TANK MUST BE CLEAR**Initial_____

My signature below agrees to the following Conditions of Automatic Delivery:

- Crowley Energy must be notified of any changes in the use or discontinuance of supplemental fuels as well as any other household changes.
- In the event of a run out due to inaccurate tank size information and/or discontinuance of supplemental heat or household changes without notification to Crowley Energy, any related charges will be the responsibility of the client.
- Accounts with an overdue balance will be stopped until the balance due is paid in full.
- Customers on Automatic Delivery will receive our cash price at time of delivery if paid within ten days of the delivery date. After a thirty-day nonpayment period, an account will be charged at the over-ten-day price using the charge card on file.
- **Due to area specific power outages, we are unable to monitor generator use. If the generator is used in addition to other equipment, you may be eligible for auto delivery, but it is your responsibility to contact the office after each outage and monitor fuel level during the outage.**
- **I have enclosed a completed Delivery Information sheet and a Credit Application form.**
- **I authorize Crowley Energy to charge my credit card for any delivery not paid within thirty days of the delivery date at the higher posted price. Initial here:_____**
- **I request that my account be placed on an "Auto Fill" status.**

Customer Signature

Printed Name

Date

Help us go paperless! Please provide your e-mail for invoicing: _____

We can mail invoices, but there will be an additional \$1.00 fee applied. Choose one: E-mail or Mail w/ fee

Account # _____