



*203C Augusta Road  
Topsham, ME 04086  
207-721-1192*

Dear Customer:

This letter is to inform you of the Automatic Delivery policy offered by Crowley Energy. In order to accurately plan for automatic deliveries, we rely on precise information from our clients e.g. the exact size of the fuel tank(s), type of heating system, whether the heating system is for heat only or for heat/hot water, etc. Please complete and return the enclosed Delivery Information sheet so that we may update our files.

Conditions of Automatic Delivery Status:

- \* 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.
- \* The customer agrees that a first fill-up will include payment at time of delivery before Automatic Delivery status will be established.

We will review your account when the following are returned to us:

- \* the enclosed Delivery Information sheet
- \* the enclosed Credit Application
- \* your signature indicating agreement with the above conditions as well as agreement that Crowley Energy may charge your credit card account after a thirty-day nonpayment period.

Crowley Energy offers three convenient payment options:

- \* maintaining a credit balance on your account
- \* participating in our budget payment program
- \* credit card on file which will be charged at the ten-day-price if payment is not received within ten days of each delivery date.

You will be contacted by someone in our office 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.

Sincerely,

Emily Crowley  
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Topsham, ME 04086  
207-721-1192

**I agree to the following Conditions of Automatic Delivery Status:**

- 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.

**I have enclosed a completed Delivery Information sheet and a completed Credit Application form.**

**I authorize Crowley Energy to charge my credit card for any delivery not paid within thirty days of the delivery date and agree the charge will be at the over-ten-day price, not the discount price.**

**I request that my account be changed to an "Auto Fill" status.**

<b>Client Signature</b>	<b>Printed Name</b>	<b>Date</b>
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**OFFICE USE:**

Date Mailed \_\_\_\_\_

Date Signed Letter, Credit Application, and Delivery Information Sheet Received \_\_\_\_\_

Date Account Placed on Auto Fill \_\_\_\_\_

Account # \_\_\_\_\_