



## ADDENDUM

### C&I OIL COMPANY CREDIT POLICY and PAYMENT AGREEMENT FOR ALL CUSTOMERS

**C&I Oil Company, Inc.**, will institute the following changes and upgrades to all customer credit agreements on this date. We value each of our customers and the opportunity to provide you with the best possible service and quality fuels and lubricant products. Our new Accounting and Distribution System enhances our terms of credit to you and is based on changes from suppliers and banks, legislation surrounding credit cards, debit cards, account payable cards on both state and federal levels and is in the best interest of all our customers. Please take note of All of these changes.

Our new accounting and dispatch system will allow us capabilities and you benefits that we have not in the past been able to offer to our customers and will allow your office the ability to monitor your account thru a log in and password thru a new **Customer Portal**.

**C&I Oil Company, Inc.** now offers **ACH** payment options to our customers. **ACH (Automated Clearing House)** is an electronic financial transaction system authorized by you.

#### List of Customer benefits:

- All invoices are paid automatically on their respective due date.
- ACH eliminates dependency on the postal system to deliver your payment by its due date.
- For using **ACH**, we discount 100% of our Administrative Processing Fee.
- Additional Customer benefit using **ACH** by forwarding our administrative savings and .5% discount to your invoice before taxes.
- With **ACH**, never receive late payment fees.
- **ACH** reduces your administrative cost such as postage, clerical time, paper, etc...for you.
- Each draft will promptly adjust your available credit, allowing uninterrupted supply of products.
- **ACH** customers will continue to receive invoices, as usual, either by email or mail without the "Document Mailed" shipping and handling charge of \$5.00 per occurrence.
- Invoices due on weekends or holidays will be drafted on the next banking day.
- Insufficient funds can cause a draft to be returned and will be handled in the same manner as a returned check.
- In the unlikely event of an error occurring, we guarantee to refund monies drawn in error with a 24 hour period or sooner, plus, any banking charges associated with the error Payment schedule.

#### Customer Portal

- Customer Portal is an easy to use on-line view of your account. It can be used to order products, view all customer delivery and invoice documents, payments and gallons purchased for tax-free reporting to state or federal agencies.

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### Equipment Manager

- Equipment Manager available to all maintenance personal for keeping up with maintenance with vehicles, equipment, motors, pumps, etc. It allows scheduling and reports based on hours, mileage or time. Detailed reporting on-line or email notification. Separate from Customer Portal. Equipment Manager is accessible through Log-in and Password to your designated personal.

### Policy:

- Due date calculated from the delivery date.
- Invoice date is the date where invoice is created and will not effect the due date.
- All delivery tickets and invoices will be sent via E-mail . By January 2016, all delivery tickets will be sent via E-mail directly from the fuel truck or our office. No paper delivery ticket will be available from the trucks or drivers as everything will be electronic confirmation of delivery.
- All Documents Mailed (Invoice, Statements ....) A shipping & handling charge of \$5.00 each occurrence will be added to statement.

**Note: Payment due date is the date where the payment gets cleared by the Bank**  
Common Clearance times:

- Any Payment Card – 1 business day
- Any Check – 1-2 business day
- ACH – Same day or 1 business day

### Exclusion from Processing Fee Discounts

- All Account Payable Cards, Purchasing Cards, Credit Cards
- Debit Cards
- All Payments of any type NOT paid by Due Date
- Check Payments \*

**(\* All Check Payments will be given the Discount in a Quarterly Credit to your account or a Check payable to the Company or Individual making payment. )**

Texas, currently, is one of 11 states that does not allow the passing along of credit card and debit card surcharges to customers using this form of payment, if accepted. By Texas Statute, the only entities allowed to pass along credit card and debit card surcharges are Local, County and State governments.

Businesses are allowed to have a cash price and a credit price. It is also allowable for Texas businesses to have a Processing Fee for credit and debit card transactions, as long as the processing fee is across all forms of payment and all classes of trade.

**To be in strict compliance with Federal and State Laws now governing Processing Fees, C&I Oil Company will institute a Processing Fee on ALL forms of payment for goods and services. The Processing Fee will be \$.35 cents per \$10.00 on ALL invoices.**



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## C&I OIL COMPANY CREDIT POLICY and PAYMENT AGREEMENT FOR ALL CUSTOMERS – Return Page with Credit Application

### Detailed Credit Terms for ALL Forms of Payment

1. Our terms for the last 25 years have been **N-20 Days** on all fuel and lubricant sales on credit. Our credit terms will remain N-20 days from the date of delivery for all sales on credit. Your invoice for deliveries is dated the same day as your delivery. For clarity, N-20 days is all payments are due in our office on the 20<sup>th</sup> day following our delivery to you. As a courtesy to our customers, IF the 20<sup>th</sup> day falls on a Saturday, Sunday or Holiday, we will accept payment, without penalty, before NOON on the next business day. An interest fee of 1.5% per month will be added to all invoices not paid within these terms due to late payment of an invoice. This is the same credit terms and interest we have had for years. The difference....we will now enforce the late payment interest fee after 20 days.

Any invoice not paid within 49 days will be cause for suspension of your account until payments are received. Any customer account suspended for non-payment within 49 days may only resume an account with us, only with direct ACH or EFT instituted by C&I Oil Company to your bank account, Credit Card, Account Payable Card or Debit Card.

2. All Cash sales will have a Processing Fee on all invoices. We will also give a cash discount back on all invoices of Cash Sales equal to the Processing Fee.

3. All invoices paid by check or wireless check will have a Processing Fee added. If paid within the N-20 Days, the Processing Fee will be credited to your account or a check will be issued to you Quarterly. If not paid within terms the discount for the Processing Fee is not allowed and will remain on your account along with any interest incurred for late payment.

4. All invoices paid by ACH Payments will have a Processing Fee added. If you initiate the ACH within the N-20 Days, you can take a discount equal to the amount of the Processing Fee. If we initiate the ACH, we will apply the discount, equal to the Processing Fee, to your account, before we initiate the ACH. Additionally, all ACH Payments will also be allowed to take a .5% (one-half of 1%) discount off the NET price of the invoice, BEFORE taxes. If not paid within terms for any reason, neither the .5% (one-half of 1%) discount is allowed nor is the Processing Fee allowed to be discounted and will remain on your account along with any interest incurred for late payment.

5. All invoices paid by Credit Card, Account Payable Card and Debit Card will have a Processing Fee Added. No discount of the Processing Fee will be granted. All invoices, paid by any of these forms of payment, must be paid with N-20 Days or will incur interest added to invoice totals.

### Please Select Your Account Payment Method

- X  **Cash**
- X  **Check - Please Fill Out Bank Reference on Main Credit Application**
- X  **Wireless Check - Accessible thru Customer Portal Log In**
- X  **ACH - Please Fill Out Attached Bank ACH Authorization Agreement**
- X  **Credit Card - Please Fill Out Credit/Debit Card Authorization Form**
- X  **Account Payable or Purchasing Card – Please Fill Out Credit/Debit Card Authorization Form**
- X  **Debit Card – Please Fill Out Credit/Debit Card Authorization Form**



Remit to: [credit@cioil.us](mailto:credit@cioil.us)

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**FOR ALL CUSTOMERS – Return Page with Credit Application**

**Credit Establishment**

Once credit is established with C&I Oil Company, Inc., all accounts with terms will be established with a \$5000.00 MAXIMUM limit. If you wish to establish a credit relationship with us for more credit, please specify your requested below:

\$ \_\_\_\_\_ REQUESTED CREDIT

We will adjust your credit account every 6 months based on your purchasing and payment performance.

**Special Charitable Contribution 2% = Your 2 Cents Worth to MDA**

C&I Oil Company, Inc. makes a contribution to MDA (Muscular Dystrophy Association) each year. For all customers who wish to join us in this effort, if you wish to contribute 2% of the Processing Fee amount, C&I Oil Company, Inc. will match your 2% contribution.

For all customers who wish to contribute, this is how we will calculate your contribution....\$.35 cents per \$10.00 x 2% Contribution to MDA = \$.01 cents (rounded) per \$10.00. We will match the \$.01 cent Contribution per \$10.00 of an invoice. We will give you a Processing Fee discount on your invoice for \$.33 cents per \$10.00 of your invoice and apply the 1cent per \$10.00 contribution you make with our 1 cent contribution per \$10.00 of your invoice for a total of 2 cents per \$10.00 of your invoice to MDA. Please help us with your support for MDA.

Can we add your 2% = Your 2 Cents Worth to MDA? YES \_\_\_\_\_ NO \_\_\_\_\_

(Please Note: If choose YES and wish to discontinue this MDA contribution or you choose No and then decided you would like to contribute to MDA, Please let our office know your wishes at 409-833-6331 and we will comply or assist you.)

If paying by check...How would you like your timely payment discount applied Quarterly?

Credit to our Account \_\_\_\_\_ Check \_\_\_\_\_

The following are all forms of acceptable payment for goods and services with C&I Oil Company, Inc.

Cash, Money Order

Check, Cashier Check, Wireless Check

ACH Payments

Credit Card – VISA, MASTERCARD, AMERICAN EXPRESS. We do not accept DISCOVER CARD because of their lack of support and poor customer service to their customers.

Account Payable Card, Purchasing Card (This Card Usually has a rotating Card # Monthly)

Debit Card

Note: Directly thru our VP Racing Fuels / REDDOT Fleet Fuels Site we accept a multitude of Credit and Debit Cards. Please Inquire if your card is accepted.

Remit to: [credit@ciol.us](mailto:credit@ciol.us)



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All customer bank information and and credit card, account payable card and debit card information is stored in a secure location . Outgoing data transfer of payment information is encrypted to ensure compliance with state and federal regulations.

Our new accounting and dispatch system by XOFFICE will allow us, once fully implemented, the industries finest software management in the Petroleum Marketing business with huge benefits for our customers and our overall business operations. It is our intent to go PAPERLESS in as much of our business relationships with you. To achieve our goal to ensure prompt, efficient communication with our customers we will need to have from you :

1. An **E-Mail Address** to send confirmation of delivery tickets to, from our trucks. Each driver will e-mail you a delivery ticket for exactly what was delivery to your selected locations. Please provide us an e-mail address for delivery tickets to be received. We are providing space for up to 4 e-mail addresses for delivery ticket confirmations to be sent. We recommend 1 primary e-mail address for all delivery ticket confirmations.

**Delivery Tickets E-Mail Address - Please Print Clearly!**

(1) \_\_\_\_\_  
Attention To:

(2) \_\_\_\_\_  
Attention To:

(3) \_\_\_\_\_  
Attention To:

(4) \_\_\_\_\_  
Attention To:

2. An E-Mail Address to send the billing of all invoices. We are providing space for up to 2 e-mail addresses for you to receive invoices. We recommend 1 primary billing E-Mail address for all invoices.

**Billing E-Mail Address for All Invoices - Please Print Clearly!**

(1) \_\_\_\_\_  
Attention To:

(2) \_\_\_\_\_  
Attention To:

Change is always a challenge!! We know that there will be those of you that still want a paper invoice. We are moving quickly away from paper delivery tickets and paper invoices thru the USPS mail. We will continue to mail delivery tickets and invoices to those who request it thru 2015. Beginning January 1, 2016 we will implement a \$5.00 mailing charge for each envelope mailed. Only ACH payment accounts will be able to receive mailed documents, if requested, without the \$5.00 mailing charge applied to your account. Our trucks by January 1, 2016 will not have paper delivery tickets on them. All deliveries will be confirmed via E-Mail directly from the trucks to you.

It is our sincere hope that the investments we are making to improve and speed our communication with you and improvements in delivery reliability and state of the art dispatch will ensure you get exactly what you're paying for... **ON TIME** and when you need it. We're investing in the Future...We're investing in Safety...We're investing for YOU!!

Remit to: [credit@cioil.us](mailto:credit@cioil.us)



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