

Suburban Fuel Company, LLC

www.suburbanfuelcompany.com ♦ sub-sfc@hotmail.com

703-971-2444 phone ♦ 703-971-4621 fax

5604 Oakwood Road ♦ Alexandria, VA 22310

COMMERCIAL APPLICATION FOR CREDIT

COMPANY INFORMATION

Name	Telephone Number
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Trading As/Doing Business As	Years in Business
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Service Address

City	State	Zip
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Billing Address (If different from above)

City	State	Zip
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President/Owner Name	Social Security # (Sole Proprietors ONLY)
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Billing Contact Name	Billing Telephone Number	Billing Email Address
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REFERENCE INFORMATION (NO FAMILY/FRIENDS, ONLY COMPANIES YOU PURCHASE FROM)

Business Name	Contact	Telephone Number
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Business Name	Contact	Telephone Number
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Business Name	Contact	Telephone Number
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ACCOUNT INFORMATION *Please check all that apply.*

Type of Fuel: ☐ Kerosene ☐ Fuel Oil ☐ On-Road Diesel ☐ Off-Road Diesel
 ☐ Gasoline (shop use only-no deliveries) ☐ Propane (shop use only-no deliveries)

(If you have an oil heating system, please take a look at our sister company SFC Heating & A/C, LLC)

Tank Size: ☐ 1,000 gallons ☐ 550 gallons ☐ 500 gallons ☐ 275 gallons ☐ 250 gallons ☐ Other
For heating, generators and/or yard tanks.

Type of Delivery: ☐ Will Call ☐ *Automatic (heating only) ☐ Shop Pick-up (pumps/propane)
Does your oil heat your hot water? ☐ Yes ☐ No *(Required for Automatic accounts only.)*

***An Automatic Customer** is monitored by the office using a degree day formula to determine each of your oil deliveries. You, the customer, will not have to call to schedule oil deliveries or worry about running out of oil. Our driver will leave a copy of the ticket with your gallons on it at your house. Then we will take care of your account as indicated below. Please read the terms for Automatic Customers on this form

Account Type: ☐ C.O.D. ☐ Bill Net 5 Days (pump only) ☐ Bill Net 15 Days (delivery only)
 ☐ Bill Net 30 Days (scheduled deliveries) ☐ **Charge to my Credit Card

➤ C.O.D. requires Cash, Check, Credit Card or Money Order to be paid at the time of service.

➤ Billed Net 5, 15 or 30 Days - ☐ Paper Statement (regular mail) ☐ Emailed Statement ☐ Both

****Credit Card Terms** - By marking "Charge to my credit card" and filling out your credit card information below, you authorize Suburban Fuel Company, LLC to charge your credit card for each purchase made on this account. Suburban Fuel Company, LLC will notify you when your card is coming up for renewal.

Please note that if you are uncomfortable listing your entire card number, you may list the type of card, the last four digits and expiration date. You are then required to email or call our office and provide your entire credit card number as well as the three digit security code on the back of the card.

Credit Card Information: Type of Card: ☐ MC ☐ VISA Three Digit Security Code: _____

Card Number: _____ - _____ - _____ - _____ Expiration Date: _____

Credit Card Billing Information (must match credit card billing statement)

Individual Name on Card and/or Company Name on Card

Street Address

Suite Number

City

State

Zip

~ACCOUNT TERMS~

- Net 5 days means you are bill out every Monday for the purchases made during the previous week (Monday-Saturday). That payment in full will be due by the following Monday, no later than 4:30pm.
- Net 15 days means you are bill out on the first (1st) and the fifteenth (15th) of every month for the purchases made during the previous fifteen (15) day period (1st-15th or 16th-30th/31st). When you are billed out on the first (1st) of the month, that payment in full will be due by the fifteenth (15th) of the same month. When you are billed out on the fifteenth (15th) of the month, that payment in full will be due by the first (1st) of the following month.
- Net 30 days means you are billed out on the first business day of every month for all purchases made from the previous month. Payment in full is due by the last day of the month. Your account will compute a late charge of 1.5% monthly to all accounts past due.
- IF YOU ARE AN AUTOMATIC CUSTOMER - It is YOUR RESPONSIBILITY to let us know if you move, rent your property or convert to gas or electric heat. YOU MUST CALL THE OFFICE AND STOP YOUR OIL DELIVIERIES. If you do not inform Suburban Fuel Company, LLC immediately, you will be responsible for any additional oil deliveries made to the property.
WE ARE JUST LIKE ANY OTHER UTILITY COMPANY!
- CREDIT CARDS - If you have filled out the credit card information on this application, you authorize Suburban Fuel Company, LLC to charge your credit card for every purchase made on your account. You may change this status at any time as long as a credit check has been done unless you choose to pay COD.
- I further agree to pay for a collection cost of at least 33 1/3% and/or any reasonable attorney fees or court costs incurred by Suburban Fuel Company, LLC, if made necessary by failure to comply with the payment terms of sale.
- Checks returned due to insufficient funds or checks written on a closed bank account will be assessed a flat fee of \$25.00 each time they are returned, limited to a \$50.00 total fee assessment for each check.
- Past due accounts are subject to be placed on hold for any and all service until payment is received in full.

By signing this application for credit, you hereby state that all of the information is true and correct and give your consent to check any information necessary in processing this credit application. You promise to pay for all purchases in accordance with the terms of sale. You also agree to the above collection terms should your account become past due.

Signature of Authorized Representative on behalf of the applying company

Date

Print Name

Title