

SMITH & SONS FUELS INC. AUTOMATIC DELIVERY APPLICATION

To submit your application you can do any of the following:

-Drop off to our office at 2436 State Highway 30 Mayfield, New York 12117 during business hours or leave in drop box

-E-mail to smithandsonsfuel@gmail.com

-Mail to P.O. Box 191 Mayfield, New York 12117

****Only complete this if you want deliveries automatically each month, year after year, September- April.***

CONTACT INFORMATION:

Primary name on account: _____ Physical Address: _____

Mailing Address (if different): _____ Telephone Number: _____

Secondary Number: _____ E-mail Address: _____

Description of home: _____

Specific Delivery Instructions for driver (If Applicable): _____

Emergency Contact Name, Phone Number, Address: _____

USAGE AND FILL INFORMATION:

Number of tanks at house: _____

Do you use kerosene, heating oil, or 50/50 blend? (Circle One)

Tank Size: _____ (Gallons) Square footage of home: _____ Average Annual Usage _____ gallons

Do you use oil for hot water? (Circle One) Yes No

**If yes, do you require a monthly delivery year round instead of September-April? Yes No

Do you live in the home year round? (Circle One) Yes No

**If not, do you want a delivery every two months instead of each month? Yes No

* Automatic deliveries are scheduled every 4 weeks September-April. Based on your previous annual usage you can request a delivery every 3 weeks, November-March, would you like a delivery every 3 weeks? (Circle One) Yes No

(Pick yes if you have previously use over 200+ gallons in one month)

Do you have a secondary heat source? _____ (Pellet, Wood stove, Ext.)

When would you like your first automatic delivery? _____ (Based on zone we will try to accommodate)

PAYMENT INFORMATION:

☐ Credit Card payment

Circle card type: Visa / MasterCard / Discover

CC#: _____ EXP Date: _____ Sec: _____ Billing Zip _____

☐ Electronic Check (ACH) payment (complete the attached ACH Authorization)

SMITH & SONS FUELS INC. AUTOMATIC DELIVERY APPLICATION

To submit your application you can do any of the following:

-Drop off to our office at 2436 State Highway 30 Mayfield, New York 12117 during business hours or leave in drop box

-E-mail to smithandsonsfuel@gmail.com

-Mail to P.O. Box 191 Mayfield, New York 12117

_____ I would like a reminder [email] or [text] (circle one)

At [start of new delivery season] or [before each delivery] (circle one)

Select all that apply:

_____ I would like the invoice left on the door at time of delivery

_____ I would like the invoice emailed to me at the above email address

_____ I would like the invoice mailed to me to a non-delivery address

Address: _____

***TERMS:** I understand that it is my responsibility to make sure my tank, whistle, and pipes are in good working order prior to delivery. I agree to have my credit card charged after each delivery. Automatic deliveries automatically re-new each year unless cancelled in writing. I understand that if I need to make changes to my automatic delivery account I will need to notify the office by completing the Automatic Delivery Change form.

DRIVEWAY MUST BE PLOWED AND SANDED AND A PATH TO THE FILL PIPE IS REQUIRED FOR SAFETY AND LIABILITY. THANK YOU.

☐ ***I have read the Important Automatic Notes attached to this form. (Please check box)**

Applicant Signature: _____ **Date:** _____

For office use only:

DRM

- ☐ **DRM TYPE** _____
- ☐ **Delivery Inst** _____
- ☐ **Order Note/#** _____
- ☐ **User defined fields 1 , 2 , 3**
 - o **Typical del mos** S/O/N/D/J/F/M/A**/M/J/J/A
- ☐ **A / C / S / I** = A
- ☐ **K / D / C / G / J** = C
- ☐ **Factor** _____

Google calendar

- ☐ **Name / Service area / Phone**
- ☐ **Delivery Date / Recurrence**
- ☐ **Description**
- ☐ **Notification (if applicable)**
- ☐ **Delivery Zone Calendar**
- ☐ **____ # of applicable events added**

EMP. Initials: _____ **Date:** _____

SMITH & SONS FUELS INC. AUTOMATIC DELIVERY APPLICATION

To submit your application you can do any of the following:

-Drop off to our office at 2436 State Highway 30 Mayfield, New York 12117 during business hours or leave in drop box

-E-mail to smithandsonsfuel@gmail.com

-Mail to P.O. Box 191 Mayfield, New York 12117

ACH (E-Check) Authorization Form

By completing this form, I _____, authorize Smith and Sons Fuels, Inc to charge my bank account automatically for each of my scheduled fuel deliveries on the date of the delivery.

My authorization is valid and is to remain in effect unless I notify Smith and Sons Fuels, Inc of its cancellation by sending written notice to:

Smith and Sons Fuels, Inc, PO Box 191, Mayfield, NY 12117 or stopping at the office at 2346 State Highway 30 Mayfield.

Written notice may also be accepted by fax at 800-513-4429 or by email smithandsonsfuel@gmail.com

I acknowledge that the amount of each transaction will be located on the invoice that I receive at the time of delivery or the emailed copy.

My account information is as follows:

Customers Name (as it appears on bank account): _____

Bank Name: _____

Customer's Bank ABA Routing Number: _____

Bank Account Number: _____

Bank Account Type: ☐ Checking ☐ Savings ☐ Business Checking

Customer Name Printed

Customer Signature

Date

SMITH & SONS FUELS INC. AUTOMATIC DELIVERY APPLICATION

To submit your application you can do any of the following:

- Drop off to our office at 2436 State Highway 30 Mayfield, New York 12117 during business hours or leave in drop box
 - E-mail to smithandsonsfuel@gmail.com
 - Mail to P.O. Box 191 Mayfield, New York 12117
-

IMPORTANT AUTOMATIC NOTES:

- Signing up for auto deliveries means we will schedule and deliver every 30-60 days based upon your delivery zone and fuel usage. For customers with high usage a 14- or 21-day delivery option will be available.

Delivery typically occurs monthly September – April as a convenience to our customers.

Until we have a history of delivery to your address, we may make deliveries that are less than 100 gallons.

(If we deliver based on our scheduling system and you take less than 100 gallons no small load fee applies.)

The longer you remain a customer the better we can estimate your typical usage accurately and adjust your delivery schedule accordingly.

Please note: If you take under 50 gallons during a month our system may indicate that you are not ready for a delivery until the following month. (Ex. If your first delivery was September 9th, your next might not be until October 11th)

- Customers who use less than 400 gallons a season or request delivery for less than 100 gallons are NOT eligible for auto delivery
- Customers who would like to receive delivery outside of the 14 – 60-day auto delivery options are not eligible for auto delivery and will be required to call as delivery is needed
- Customers who receive NYS HEAP benefits are not eligible for automatic delivery
- Usage depends on outside temperatures, hot water source, square footage of the home, insulation, number of occupants, and alternative heat sources. If anything in your home changes please notify us so we can make adjustments accordingly. If at any time you add or remove a second heat source, do renovations that could impact insulation, or additional residents to your home please notify us as soon as possible so that we may adjust your deliveries accordingly. If you change the average temperature in your home to higher or lower than usual, please notify us so that we may adjust your next delivery as well. Customers can notify the office of fuel usage changes by requesting and completing an automatic delivery change form
- Driveway and fill access must be in good, safe drivable condition for a **wide heavy two-wheel drive vehicle!** Delivery dates may fluctuate according to weather and zone day
- If there are any non-working fill pipes on the property they must be marked “Do Not Fill”.
- We do not offer service at this time. If you need service or are unsure about your tank, whistles, or pipes, please call to see if we have a reputable referral in your area.
- A credit card or bank account/routing number must be on file and will be charged the day of delivery. Any changes to payment method on file can be made by contacting the office
- Invoices are typically left in your door, but we are happy to e-mail your invoices upon request
- Prices change daily based on market conditions. Smith and Sons picks up fresh oil daily and has no control over market fluctuations

SMITH & SONS FUELS INC. AUTOMATIC DELIVERY APPLICATION

To submit your application you can do any of the following:

-Drop off to our office at 2436 State Highway 30 Mayfield, New York 12117 during business hours or leave in drop box

-E-mail to smithandsonsfuel@gmail.com

-Mail to P.O. Box 191 Mayfield, New York 12117

- Smith and Sons reserves the right to cancel your automatic delivery due to non-payment or not meeting the delivery terms as stated above. Notification of cancellation of this service will be made in writing.
- Customers who wish to cancel automatic delivery must do so **in writing** within 2 weeks of their delivery. If you are not sure when your next delivery is scheduled for, please contact the office.
- We deliver Monday thru Friday during the months of September thru April and Fridays only May thru August. For a list of locations and the delivery zone days please click on locations from our website at www.smithandsonsfuels.com
(Ex. Wells is a Friday only zone where Amsterdam is Monday - Friday)
- Deliveries are usually made between 7am and 4pm, **we do not schedule exact timeframes** of delivery due to liability and safety concerns.
- Our office hours are Monday thru Friday 9am - 4pm during the months of September thru April. Summer hours vary. We are typically in the office Wednesdays from 9am - 3pm. Please leave a message at 518-661-6112 or email smithandsonsfuel@gmail.com and we will get back to you as soon as possible.

To return your completed form to us to begin auto deliveries, mail to PO BOX 191 Mayfield, NY 12117, scan and email to smithandsonsfuel@gmail.com, or drop off to our office at 2346 State Hwy 30 Mayfield, NY 12117 during business hours or you may leave it in the drop box after hours. Thank you!