



CREDIT APPLICATION

DATE:

Please Print

BUSINESS INFORMATION			DESCRIPTION OF BUSINESS		
NAME OF BUSINESS			NO. OF EMPLOYEES	FEDERAL TAX NUMBER/ EIN:	
LEGAL NAME (If Different)			IN BUSINESS SINCE	TYPE OF BUSINESS	
ADDRESS			BUSINESS STRUCTURE:		
CITY	STATE	ZIP	CORPORATION <input type="checkbox"/>	PARTNERSHIP <input type="checkbox"/>	PROPRITORSHIP <input type="checkbox"/>
PRIMARY CONTACT NAME			DIVISION/SUBSIDIARY <input type="checkbox"/>	NAME OF PARENT COMPANY	
PHONE (With Area Code)		LOCAL PHONE (With Area Code)	CREDIT LIMIT REQUESTED	INTERESTED IN <input type="checkbox"/> Fuel <input type="checkbox"/> Lubes <input type="checkbox"/> Fuel & Lubes	
EMAIL:			PROJECTED MONTHLY VOLUME (\$)		

COMPANY PRINCIPLES RESPONSIBLE FOR BUSINESS TRANSACTIONS					
NAME		TITLE		EMAIL	
HOME ADDRESS (If Partnership or Proprietorship)				HOME PHONE (If Partnership or Proprietorship)	
NAME		TITLE		EMAIL	
HOME ADDRESS (If Partnership or Proprietorship)				HOME PHONE (If Partnership or Proprietorship)	

BANK REFERENCE		
BANK NAME	BANK ADDRESS	ACCOUNT NUMBER

TRADE REFERENCES (Local Area Preferred)*or Attach Reference Sheet			Must Include
FIRM NAME	CONTACT NAME	EMAIL (OR PHONE NUMBER IF NEEDED)	
1.			
2.			
3.			

CONFIRMATION OF INFORMATION ACCURACY AND RELEASE OF AUTHORITY TO VERIFY		
<p>I hereby certify that the information in this Credit Application is correct. The information included in this Credit Application is for use by Universal Oil, Inc., in determining the amount and conditions of credit to be extended. I understand that Universal Oil, Inc., may also utilize other sources of credit information which it considers necessary in making this determination. In the case of partnership or proprietorship, I also authorize Universal Oil, Inc. to obtain credit reports on the owners personally. Further, I hereby authorize the bank and trade references listed in this Credit Application to release the information necessary to assist Universal Oil, Inc., in establishing a line of credit. Credit determination, terms and limits are at the sole discretion of Universal Oil, Inc.</p> <p>***If you are filling out this form electronically please type your name in the signature line. By doing so you are stating that you agree to the terms above.</p>		
SIGNATURE	TITLE	DATE

<p>POLICY STATEMENT: INITIAL ORDER FROM NEW ACCOUNTS WILL NOT BE PROCESSED UNLESS ACCOMPANIED BY THE ABOVE-REQUESTED INFORMATION. INITIAL ORDERS CAN BE PROCESSED VIA CREDIT CARD, IF NEEDED BEFORE APPLICATION IS PROCESSED.</p> <p>TERMS: Will be determined by Universal Oil, Inc., following the receipt of the above requested information.</p> <p>Please return this Credit Application to: Universal Oil, Inc. • 265 Jefferson Avenue • Cleveland, Ohio 44113-2594 • Phone: 216 771 4300 For your convenience, you may email this form back to orders@universaloil.com</p>

FOR INTERNAL USE ONLY. PRIVATE AND CONFIDENTIAL!



265 Jefferson Avenue • Cleveland, Ohio 44113-2594
 (216) 771-4300 • (800) 362-1530
 www.universaloil.com

Billing and Contact Information

Policy Statement: Initial order from new accounts will not be processed unless accompanied by the information requested below.

Please Print
Billing Information

COMPANY/ORGANIZATION NAME		DATE	
BILLING ADDRESS		EMAIL ADDRESS (for STATEMENTS) *STATEMENTS ARE <u>ONLY</u> SENT ELECTRONICALLY	
CITY		STATE	ZIP
ACCOUNTS PAYABLE CONTACT NAME	PHONE (With Area Code)	EMAIL ADDRESS (for INVOICES)	
FEDERAL IDENTIFICATION NUMBER	PURCHASE ORDER REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	SALES TAX EXEMPT FUEL YES <input type="checkbox"/> NO <input type="checkbox"/> LUBES YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, must be accompanied by signed exemption certificate</i>	
PURCHASING CONTACT NAME (IF DIFFERENT)	PHONE (With Area Code)	EMAIL ADDRESS	
Shipping Address - For Gasoline, Diesel Fuel & Lubricant Deliveries.			
In the case of multiple shipping addresses, please provide all information requested below on separate sheet.			
DEPARTMENT/SITE NAME	SHIPPING STREET ADDRESS	CITY	STATE ZIP
CONTACT NAME AT SHIPPING ADDRESS	ACCEPTABLE DELIVERY HOURS	PHONE (With Area Code)	EMAIL ADDRESS

Please list any special requirements for deliveries or invoicing necessary to service your account.

For Internal Use Only:

Rcvd:	Rep:	EXP: /	AG:	Decision:	Date:
Cust #	<input type="checkbox"/> New <input type="checkbox"/> Existing	Ack Rec'd:	Terms:	Limit:	
Additional info:				6m checkup:	



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To: Universal Oil Customers
Subject: Delivery ticket signatures

Our current economy has changed some things for all of us. One of the things it has forced Universal Oil to address is the need to have a signature or a waiver for all of our deliveries. Unfortunately, the nature of our business and yours is that it is not always practical to obtain a signature when a delivery is made.

Some delivery locations:

- Are remote and a signature is impractical
- Only allow certain people to sign and they are busy
- Are on a keep-fill and no one is available to sign

We do not want to miss any deliveries but we need to be as efficient and productive as possible. So, effective immediately our new policy for deliveries will be as follows:

- We will continue to request a signature whenever practical on every delivery
- Our driver will make every effort to obtain a signature, but will leave if he is unable to get a signature within 15 minutes

Please complete one of the statements below and return by email @ sandij@universaloil.com

***If you are filling out this form electronically please type your name in the signature line. By doing so you are stating that you agree to the terms stated.

We understand every effort will be made to obtain a signature, but after 15 minutes I release Universal Oil of the requirement to obtain a signature:

Please Print Company Name:

Signed:

Or

We require a signature for every delivery made:

Please Print Company Name:

Signed:

Thank you

Scott M. Fox, President
Universal Oil, Inc.

**STATE OF OHIO
DEPARTMENT OF TAXATION
SALES AND USE TAX
BLANKET EXEMPTION CERTIFICATE**

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

Universal Oil, Inc. 265 Jefferson Avenue, Cleveland, OH44113
(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchaser, or both, as shown hereon:

PURCHASER MUST STATE A VALID REASON FOR CLAIMING EXCEPTION OR EXEMPTION.

Purchasers Name

Street Address

City State Zip

Signature and Title

Date Signed

Vendors License Number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchasers must comply with rule 5703-9-10 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.