



Putnam Fuel Co., Inc.  
23 Church St  
Goffstown NH 03045-1766  
(603) 497-4897

**NEW ACCOUNT  
& CREDIT APPLICATION**

We at Putnam Fuel Co., Inc. have a policy of extending credit where credit is due. Before extending credit to any person for a fuel delivery or service we require that the following conditions be met for all new customer or existing customers:

- The person(s) financially responsible for the account must complete the information listed below and submit it to our accounts department for approval
- The person(s) financially responsible must receive our notice explaining the credit available for the individual account.

The responsible person(s) shown on our records will continue to be financially liable for deliveries made and services performed until such time that our office receives and processes written notice to change or close the account. At which time Putnam Fuel Co Inc will send written confirmation of account change or closure to the customer.

**Applicants Name** \_\_\_\_\_ SS# \_\_\_\_\_ Birth Date \_\_\_\_\_  
(needed to process)

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Address \_\_\_\_\_ City \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone No \_\_\_\_\_ Cell No \_\_\_\_\_

How long at Residence? \_\_\_\_\_ Own or Rent \_\_\_\_\_ Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Apartment \_\_\_\_\_

Landlord's Name (if you rent the above) \_\_\_\_\_ LL Phone No \_\_\_\_\_

LL Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Present Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer's Phone \_\_\_\_\_ How Long There? \_\_\_\_\_

**Joint Applicants Name** \_\_\_\_\_ SS# \_\_\_\_\_ Birth Date \_\_\_\_\_  
(needed to process)

Present Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer's Phone \_\_\_\_\_ How Long There? \_\_\_\_\_

**INFORMATION ABOUT YOUR FUEL USE**

Type of Heat:  Warm Air  Hot Water  Steam Wood/Oil Combination  Yes  No  Monitor Heater

Do you have an alternative heat source?  Yes  No Type \_\_\_\_\_

Hot water is heated by:  Gas  Electric  Fuel Oil Central Air Conditioner:  Yes  No

If you heat your water by fuel oil, is it a separate unit from the heating unit?  Yes  No

Fuel Used:  Diesel

Kero #1 (Used in all mobile homes or homes with Miller furnaces)

Fuel #2 (If you use Fuel #2, and your tank is located outside or in a garage or shed, temperature depressant will be added to reduce gelling in cold months)

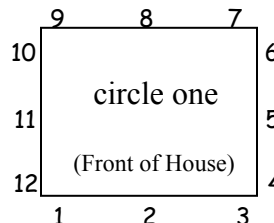
Automatic Delivery:  Yes  No

Tank Size: \_\_\_\_\_ # of Tanks: \_\_\_\_\_

Tank Location: \_\_\_\_\_

Temp Depressant  Yes  No

Location of fill pipes →



Name and Address of your former oil dealer: \_\_\_\_\_

Street (PO No.) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No. \_\_\_\_\_

**OVER** ⇨

# CREDIT REFERENCES

Bank Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Checking:  Act# Savings:  Act#  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Account No. \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Account No. \_\_\_\_\_

(Please Read all terms and conditions and Payment policy before Signing)

## TERMS AND CONDITONS

1. **Storage Tanks:** The undersigned homeowner or tenant warrants that the heating oil storage tank that Putnam Fuel Co Inc is to deliver to is safe and adequate for the purpose of receiving and storing home heating oil. The home heating oil tanks shall include all pipes and/or tubing to and from the tank as well as any oil lines leading from the storage tank to the heating unit. Putnam Fuel Co Inc may refuse to deliver oil and cancel the account if the tank or piping is unsafe and inadequate for deliveries. Putnam Fuel co will notify the homeowner or tenant if there is a problem with the tank or piping and the delivery can not be made.
2. **Driveway Authorization:** The undersigned homeowner or tenant authorizes Putnam Fuel Co Inc's delivery and/or service vehicles the right to drive on the delivery address's driveway listed on the previous page of this application. By signing this form the undersigned releases Putnam Fuel Co Inc from any liability or responsibility during any delivery or service call. Putnam Fuel Co Inc will not be responsible for any damage to said driveway.
3. Putnam Fuel Co Inc Requires 24 – 48 business hrs notice prior to a delivery to get on the delivery schedule or customer may be subject to a special delivery fee.
4. Customer's calling for an oil delivery must take required minimum delivery. If minimum delivery is not met you may be subject to a delivery fee.

## PAYMENT POLICY

1. Credit will be considered anything other than prepayment or cash at time of service (i.e. service work done by the Service Department or deliveries made to the customer's property)
2. Before credit approval has been obtained, prepayment or payment at the time of service will be requested.
3. Unless otherwise notified, Automatic Deliveries or any other services under credit approval with Putnam Fuel Co., Inc. will begin at the return and approval of this signed application.
4. If a discount is offered and if the customer pays for the invoice within the discounting period as shown on the **invoice (which is the BILL)** and the account is current, the discount may be deducted.
5. **Each invoice (BILL) must be paid before another service will be made or within 30 days, whichever comes first, unless other arrangements are approved by the office management.** "Automatic Delivery" will be suspended automatically if last delivery is unpaid. (Should time permit we will notify you of the suspension)
6. Whether an account is on "Automatic Delivery" or "Customer Will Call", the customer is responsible for paying each invoice, so that future service will not be delayed due to nonpayment of an invoice as stated above.
7. It is the customer's responsibility to have the bill paid as stated above, and the customer will not hold Putnam Fuel Co., Inc. responsible for personal or household damages if a delivery or service is not performed due to nonpayment of any outstanding balance, or if you run out of oil due to living or household changes that we were not notified of (i.e. additions to house, more or different people living in house, higher temperatures set, etc.)
8. If an account is not paid within 30 days of the statement date, the Customer's account will be charged a **FINANCE CHARGE**. The current **FINANCE CHARGE RATE** is **1.5%** per month (**ANNUAL PERCENTAGE RATE OF 18%**).
9. If your account isn't paid within 60 days, the account may be placed with an attorney or a collection service, and you will be responsible for reimbursing us the fees of any collection agency, which may be based on a percentage at a maximum of 32% of the debt, and all cost, and expenses, including reasonable attorney's fees, we incur in such collection efforts.
10. **In Case of Errors or Inquires about your bill:** Send your inquiry in writing so that Putnam Fuel Co Inc receives it within 60 days after the bill was mailed to you. Your written inquiry must include: 1) Your name 2) A description of the error and why (to the extent you can explain) you believe it is an error 3) The dollar amount of the suspected error. You remain obligated to pay the parts of your bill not in dispute, but you do not have to pay any amount in dispute during the time we are resolving the dispute. During that same time, we may not take any action to collect disputed amounts or report disputed amounts as delinquent. This is a summary of your rights: a full statement of your rights and responsibilities under the Federal Fair Credit Billing Act will be sent to you upon request.

I/We certify everything stated in this application to be true and accurate. I/We are financially able to meet any commitments we make and I/We understand and accept to pay invoices according to payment policy above. I/We understand that the company will retain the application whether or not it is approved and we will remain financially liable for all deliveries or services performed until such time that Putnam Fuel Co Inc receives and processes **written notice to change or close your account**. At which time they will send me written confirmation that the account has been closed. I/We understand the company's terms and conditions and payment policies. I/We authorize the company to check my credit and employment history and to answer questions about the company's credit experience with me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Applicant's Signature

\_\_\_\_\_  
Date