



CREDIT TERMS AND CONDITIONS

HOW DO WE APPLY FOR CREDIT?

- All prospective customers, regardless of size, must complete and submit an application for a new account. Completed forms are to be faxed to Orange Line Oil Company office at (909) 622-9863.
- Resale customers are required to fill out the California Resale Certificate, and fax to our office before you can take your first delivery. Without a resale card, sales tax will be charged on your order, and you will be responsible to get the tax back from the California State Board of Equalization.
- Even D&B rated major corporations must apply for an open account. This provides us with a billing address, purchase contact(s), delivery points, etc. *NOTE: This data is essential to efficient servicing of your account.*

WHEN CAN WE PLACE OUR FIRST ORDER?

- Allow 3-5 business days for your new account to be established before your order can be placed.
- If you need to place an immediate order, we can make special arrangements if needed. Please contact the Orange Line Oil Company office at (909) 623-0533.

WHAT PAYMENT METHODS DO YOU ACCEPT?

- **ACH** -- electronic payment processing. Complete and fax the Authorization Agreement for Automated Payments.
- **Cash**
- **Check** – see section below on **NSF (Not Sufficient Funds)**
- **VISA/MC** – Complete and fax the Authorization to Charge form and fax to Orange Line Oil Company office at (909) 622-9863. NOTE: we do not offer the prompt payment discount of 1% with credit card payments. (see below).

WHAT ARE THE CREDIT TERMS?

- *Terms of Sale Are:* 1% - 10 days, Net 30 on approved credit. The 1% - 10 days is for a prompt payment discount. Discounts taken will not be allowed when your payments is received in our office over 10 days from date of invoice. Not available to credit card customers.
- *Accounts must be kept current* in order to ensure further deliveries on open account to your company. Our credit department monitors all past due invoices.
 - * *10 days past due* - Accounts Receivable sends out reminder calls of past due invoice(s).
 - * *15 days past due* – Accounts Receivable continues calls and contacts your territory Sales Representative for assistance in collecting past due invoice(s).
 - * *30 days past due* – Account is placed on credit hold.

NSF (NOT SUFFICIENT FUNDS) – HOW IS THIS HANDLED?

- NSF checks are handled as follows:
 - * Your first NSF check -- results in a \$25.00 service charge and a courtesy call will be made for further direction.
 - * On your second NSF check -- your credit terms change from 1% - 10 days, Net 30 to COD. In addition you will be asked to make good on the check, as well as being charged a \$25.00 service charge.
 - * On your third NSF check -- your terms change from COD, to COD cash only. In addition, you will be asked to make good on the check, as well as being charged a \$25.00 service charge.

We appreciate your patronage and do our best to service all our accounts in a prompt manner. Slow payment practices are Orange Line Oil Company's only reason for delaying the products *which you need to operate your business.*

WE LOOK FORWARD TO SERVING YOU!