

# PUTNAM VALLEY PETROLEUM

100 Buckshollow Road

Mahopac, NY 10541

TEL: 845-628-8393 FAX: 845-628-8396

[www.putnamoil.com](http://www.putnamoil.com)

[admin@putnamoil.com](mailto:admin@putnamoil.com)

## AUTOMATIC OIL DELIVERY REQUEST FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date \_\_\_\_\_

Are you the owner? \_\_\_\_\_ No. If no, owner's name \_\_\_\_\_

Owner's address \_\_\_\_\_ Tel# \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Closest cross street \_\_\_\_\_

Tel # \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_

Other contact \_\_\_\_\_ E-Mail address \_\_\_\_\_

Residential \_\_\_\_\_ or Commercial Property \_\_\_\_\_

Oil Tank Size \_\_\_\_\_ Oil Tank Location \_\_\_\_\_ Underground?

\_\_\_\_\_ Yes \_\_\_\_\_ No

How much oil is in tank now? \_\_\_\_\_ Where is the oil fill? \_\_\_\_\_

Where is the vent pipe? \_\_\_\_\_ Approx. oil used per year \_\_\_\_\_

Oil Heat only \_\_\_\_\_ or Heat & Hot water? \_\_\_\_\_ Do you heat w/wood? \_\_\_\_\_ If so, how often? \_\_\_\_\_

Payment Method: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_ (please complete portion below for Credit Card)

CC # \_\_\_\_\_ Exp Date \_\_\_\_\_ CVV \_\_\_\_\_

Cardholder Name (as it appears on card): \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I hereby authorize Putnam Valley Petroleum Corp. to charge my credit card for oil.

I have received the terms & conditions including the cancellation policy.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Automatic Delivery Terms and Conditions:

1. Putnam Valley Petroleum Corp. (PVP) must supply all home heating fuel exclusively.
2. All invoices must be paid when due. Late fees and finance charges will apply to all past due accounts. Finance charges will be calculated a rate of 1.75% per month on the total amount due.
3. This agreement is valid upon receipt of signature and will remain in affect unless written cancellation is received by PVP 10 days prior to delivery.
4. PVP reserves the right to terminate this contract for any reason and all amounts due must be paid within the terms of the agreement.
5. PVP reserves the right to temporarily suspend home heating fuel deliveries in the event of acts beyond the control of PVP; and/or Nature and/or acts of God, to include but not limited to: rain, tidal or flood water, fire, freezing, storms; electric power failure (including blown fuses), strikes, embargoes, negligence; delinquency in payments or events that could place any person(s) in danger to life and limb.
6. In the event of non-payment the customer agrees to pay all charges and/or fees related to the collection of the amount due, this includes but is not limited to; finance charges, late fees, legal costs, and/or administrative costs in the collection of the outstanding amount due.
7. The agreement is subject to company inspection and approval.

### Customer's Automatic Oil Delivery Contract & Agreement

I have read, fully understand and accept the provisions and terms and conditions of Putnam Valley Petroleum Corp.'s Automatic Oil Delivery Contract & Agreement outlined above. I agree to pay Putnam Valley Petroleum Corp. for all costs related to any services and/or products that are not covered "as included" within this agreement.

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel # \_\_\_\_\_ Cell# \_\_\_\_\_ Other# \_\_\_\_\_

Customer Signature: \_\_\_\_\_

In the event you wish to participate in the Oil Burner Service and Maintenance Agreement, please fill out reverse side and return.

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## OIL BURNER SERVICE AND MAINTENANCE AGREEMENT

Oil Burner Basic Service Plan Includes:

Cost per unit: \$349.00 + Sales Tax

Cleaning and Tune-Up: Comprehensive burner overhaul, inspection and vacuum cleaning performed once per contract year (between April and September) by one of our service professionals.

Replacement or Repair of Defective Parts : During the duration of this contract we will replace or repair (at no extra cost) the following standard parts due to failure under normal operating conditions:

### Burner Replacement Parts

- Blower Belt (heating only)
- Blower Motor (1/3 hp max)
- Burner Coupling
- Burner Fan
- Burner Motor (1/6 hp max)
- Cad Cell Relay
- Cad Cell Sensor
- Defuser (not part of blast tube)
- Porcelains
- Electrodes
- Ignition Leads
- Ignition Terminals
- Ignition Transformer
- Insulators
- Magnetic Oil Valve
- Nozzle
- Nozzle Adapter
- Nozzle Line

### Fuel Supply Parts

- Oil Filter Cartridge
- Fuel Oil Pump
- Fuel Oil Strainers
- Fuel Pump Gaskets

### Controls

- Aquastat (single acting only)
- Pressuretrol
- Fan Limit Control
- Thermostat (plain)
- Glass Gauges
- Altimeter Gauge

### Hot Water Systems

- Circulator Coupling \*\*
  - Circulator Motor \*\*
  - Zone Valve Powerhead \*\*
- \*\* Main Zone Only - Includes Taco 007

### Emergency Service Protection Hours

Winter (October 1 - April 30) - 24 hours a day, 7 days a week, including holidays.

Summer (May 1 - September 30) - 8AM to 4PM, Mon. thru Fri., not including holidays.

Deliveries: This contract is only valid when you are on an automatic delivery schedule. If at any point you opt not to receive automatic deliveries, it is your responsibility to notify Putnam Valley Petroleum before your next scheduled delivery.

### Additional Coverage Options

Extra Zone(s) - \$34.95 each + Tax

Oil Fired Hot Water Heater - \$119.00 + Tax

- Burner Only (Includes repair and/or replacement of only those burner parts listed in this agreement). Service Conditions:

1. Service to any part not specifically listed in this plan is not covered, and will be charged at the prevailing rate, as determined by Putnam Valley Petroleum Corp (PVP) for the cost of materials and labor for replacement and/or repair (1 hour minimum labor charge).
2. The agreement does not include obsolete parts and/or equipment.
3. The agreement does not include damage or repairs due to: acts beyond the control of PVP\*; Nature and/or acts of God, to include but not limited to; rain, tidal or flood water, fire, freezing, storms; frozen/obstructed or inaccessible oil lines; electric power failure (including blown fuses), remote switch in "off" position, thermostat indicator set below house temperature, defective electrical wiring; strikes, embargoes, theft, negligence; lack of oil when delivery has been delayed due to delinquency in payments or when customer is not on automatic delivery; or any cause other than normal wear.
4. Any part that touches water is considered a plumbing item and therefore, not covered under this agreement.
5. PVP will not assume any responsibility and will declare all contracts null and void if oil burner is serviced by unauthorized personnel.
6. All fuel must be supplied by PVP only and bills must be paid when due or the service agreement will become void without refund. Late fees and finance charges will apply. The undersigned will be responsible for all collection costs on past due accounts, inclusive of attorney's fees and all relevant expenses.
7. The agreement is subject to company inspection and approval, a preliminary site assessment of the heating system and exclusive of any pre-existing issues with the heating system.
8. In the event this agreement is altered by PVP, the customer will receive written notice of changes.
9. Service contracts are not refundable. Cancellation fee may apply.

### Customer's Service Plan Agreement

I have read, fully understand and accept the provisions, terms and conditions of Putnam Valley Petroleum Corp.'s Service Contract as outlined above. I agree to pay Putnam Valley Petroleum Corp. for all costs related to any services provided that are not covered "as included" within this agreement.

This agreement is valid from May 1<sup>st</sup> \_\_\_\_\_ thru April 30<sup>th</sup> \_\_\_\_\_ and will automatically renew each year upon receipt of payment (annual service plan price subject to change).

Plan Type (check all that apply): Basic \_\_\_\_\_ Extra Zone \_\_\_\_\_ Oil Fired Hot Water Heater \_\_\_\_\_  
Total Cost \$ \_\_\_\_\_

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel # \_\_\_\_\_ Cell# \_\_\_\_\_ Other# \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Please complete and sign both pages of this contract and return it to the office.