



ROBERTS & SONS, INC

2195 Lake Bradford Rd Tallahassee FL 32310

Phone: 850-576-FUEL (3835) Fax 850-574-3788

Welcome to our Fleet Fuel card system!

Thank you for allowing us to serve you with our proprietary fleet fueling cards. We are confident that these cards are convenient for your employees and additionally easy for your administrative staff. Fleet Fueling purchasers will receive an immediate, printed receipt for each transaction. You will be able to reconcile these fuel transactions to a group invoice processed every Monday. You have a choice of receiving them by fax, email, or postal mail. Please notify us as to your preference.

Convenient Locations:

Automated Card-lock (Open 24hrs with camera surveillance)

- Main office & Fuel Island, located @ 2195 Lake Bradford Rd
(South of the FSU stadium, behind the PURE gas station)
- Crossway Road Card lock, located @ 275 Crossway Rd
(Between Crawfordville Hwy & Woodville Hwy, 1 street north of Cap. Circle)

Convenience Stores

- Skyline BP, located @ (West Tennessee St and Columbia Drive... by Skyline Motel)
 - Products Available (Unleaded, Midgrade, Premium, & On Road Diesel)
- Your customized fleet fuel cards are initially set up for automated card-lock usage only but can be manually set up for convenience store usage, should that be requested. If you would like to be able to use these fleet fueling cards at the convenience store, please let us know upon issuing of your cards.
 - Please note: The two cardlocks are handled by a separate software than the stores. For that reason, you will receive two different weekly invoices for your fleet fuel card usages.
- Payment is due 10 days from the print date on invoices unless other arrangements have been approved.

Credit cards are required to be placed on file for accounts being opened by individuals. Charge invoices are generated on every Monday and credit cards will be charged on Tuesdays.

The enclosed set up form is for customizing your fleet fueling cards to your specific needs. Cards may be assigned to an individual or to a vehicle. In the event you need to make any card identification changes, cancel specific cards, or add cards, **please fax your request to (850) 574-3788**

If you have any questions, or have special billing & payment needs, please don't hesitate to call us.

PURCHASER CREDIT APPLICATION – FUEL CARD OPTION

FUEL CARD SET-UP FORM

Account Name: _____ Acct #: _____
 Contact Name: _____ Phone: _____ Cell: _____

Identification for 2nd Line On Card (Line 1 is Company name)	Card Type (circle or)	Maximum Quantity Limit per fill-up	Products 1- UL , 2- Premium 3- Diesel, on road 4- Diesel, off road	Special Needs? (Please x)	Computer Assigned Pin #
Example: '98 Blazer #214	Employee / Vehicle	50 100 250	1 2 3 4	None 0 Odometer 1 x	
1. _____	Employee / Vehicle	50 100 250	1 2 3 4	None 0 __ Odometer 1 __ Odom,Veh 3 __ Pin Numb 4 __ Od,Veh,Pin 7 __	
2. _____	Employee / Vehicle	50 100 250	1 2 3 4	None 0 __ Odometer 1 __ Odom,Veh 3 __ Pin Numb 4 __ Od,Veh,Pin 7 __	
3. _____	Employee / Vehicle	50 100 250	1 2 3 4	None 0 __ Odometer 1 __ Odom,Veh 3 __ Pin Numb 4 __ Od,Veh,Pin 7 __	
4. _____	Employee / Vehicle	50 100 250	1 2 3 4	None 0 __ Odometer 1 __ Odom,Veh 3 __ Pin Numb 4 __ Od,Veh,Pin 7 __	
5. _____	Employee / Vehicle	50 100 250	1 2 3 4	None 0 __ Odometer 1 __ Odom,Veh 3 __ Pin Numb 4 __ Od,Veh,Pin 7 __	

We hereby authorize the drivers listed above to purchase fuel from the Card-lock & retail store pumps operated by Eli Roberts & Sons, Inc.

It is understood and agreed by owner or authorized officer of the company that they are responsible for any purchase made on their cards. Eli Roberts & Sons must be notified in writing if there is a change in a driver's privilege. ERS will be responsible for any unauthorized usage after the date that the change notification was received.

Company Name: _____ Date: _____

Signature: _____ Title: _____

Thank you, we greatly appreciate your business!! ☐

