



Terms: 5¢ Discount/10 Days Net 30 Days

**APPLICATION FOR BILLING ACCOUNT**

Name: \_\_\_\_\_ Spouse/Partner: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Development or Delivery Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile or Alternate Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ E-mail Invoices & Statements ( ) Yes ( ) No

Social Security #: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

How long at present address? \_\_\_\_\_ Years ( ) Own ( ) Rent<sup>1</sup> Previous fuel supplier: \_\_\_\_\_

\*Automatic Delivery? ( ) Yes ( ) No <sup>(1)</sup> Payment source on file required, for immediate payment after deliveries

\*Payment for previous delivery is required before another delivery is scheduled, regardless of days between.

Heat hot water with oil? ( ) Yes ( ) No Oil tank size: \_\_\_\_\_

Mortgage Holder or Landlord: \_\_\_\_\_

Previous address if less than 1 year: \_\_\_\_\_

Employer & Occupation: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Spouse/Partner Employer & Occupation: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Nearest relative & relationship outside of this address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

DATE: \_\_\_\_\_ Signature: \_\_\_\_\_

\*This application must be returned to our office with an original ink signature before taking effect. \*

\*\*Customer will be responsible for any legal or collection fees incurred by Hillside due to settling delinquent accounts. \*\*



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Heating Oil

On & Off Road Diesel Fuel

Gasoline

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Full Service Fuel Delivery, Heating & Air Conditioning Maintenance, Repairs, Replacements, and Installations

### **Policies & Procedures**

When Hillside makes a delivery to your tank a metered delivery ticket will be left to serve as proof of delivery. If requested the ticket can instead be mailed to your billing address. The ticket shows the name, delivery address, and number of gallons delivered. If there are any questions or concerns about a delivery, please feel free to call our office at 302-738-4144.

### **Oil Delivery Options**

- **Automatic delivery:** Hillside will monitor your usage and schedule a delivery when your oil level is down to approximately 1/4 of a tank. The delivery estimation is based on your individual use history with our company. New accounts are based on average of similar size homes in your area. The Homeowner should assist in scheduling of the first delivery. Deliveries may not be made if the account has an outstanding balance, or if there is an unsafe condition due to fill, vent, or tank issues. **Rentals require a payment source on file, to charge immediately after deliveries.**
- **Call In or Will Call:** If you prefer you may call us to schedule a delivery. Orders are scheduled based on our availability in your area. Hillside's normal delivery days are Monday- Friday from 7am to 4pm, we do NOT schedule times for delivery of fuel. Routing is done based on logic and efficiency. Prices based on market price and subject to change. **Rentals require a payment source on file, to charge immediately after deliveries.**

### **Billing Options**

- **COD:** Pay to driver at the time of delivery. We take cash, Visa, MasterCard, Discover, or check with approval.
- **Billing Account:** To establish a billing account this application needs to be completed and returned to our office before a delivery is made. After the delivery you will be emailed or mailed an invoice at the current billing price. You will have the option to pay in 10 days to receive a 5 cents per gallon discount.
- **Budget Billing:** You are on a monthly payment plan that is based on your annual oil usage. Our budget program runs year round, for 12 months and start in July. Budget customers receive the discounted price for heating oil. The budget also includes the cost of any maintenance plans, if you elect to have an maintenance plans with Hillside.

**As a full service company, Hillside can also assist you with your heating & air conditioning needs.**