

Norman Whitaker

From: Michael Owens <michaelowens@freedomoil.com>
Sent: Monday, June 01, 2015 1:17 PM
To: Norman Whitaker
Cc: 'Mark Eckhoff'
Subject: RE: Fuel Purchase Proposal KEY WEST
Attachments: KeyWestCityFleetApplicationInfo.pdf

Dear Mr. Whitaker,

We will be happy to open up the old account we had with the City of Key West, so no new credit application is necessary.

Please find attached a letter explaining the details we need in order to open up an account with the City of Key West. In summary the information we need is as follows.

- 1) We will invoice the City of Key West every 30 days for all the gallons purchased at our posted retail pump price at the time of the sale less 2 cents per gallon fleet discount. All Local, State & Federal taxes will be invoiced unless you provide us with exemption certificates from the applicable taxing body prior to the sale.
- 2) We will need the description of each vehicle with permission to purchase fuel prior to the sale (Make, Model, Model Year, Color, License Plate Number). Cars or trucks may be added or subtracted from the list at any time, but we will need at least 24 hours prior notification to add or subtract a vehicle from the authorized list that you provide to Freedom Oil Office before a vehicle will be allowed to fuel on your account as protection for both of us.
- 3) Will you want to track odometer readings from your vehicles. This will automatically provide you with Miles per gallon management data per vehicle on your invoices if you choose this. Drivers will input odometer readings at time of purchase.
- 4) Will you have multiple drivers? Do you want any driver with the authorization to fill any or all vehicles? Or will a specific driver only be authorized to fill a specific vehicle? We will issue driver ID passwords according to your instructions.
- 5) Do you want all Fleet cards left at our fueling location on Roosevelt Blvd? Or do you want Fleet cards left in vehicles?

Keep in mind drivers have authorization to fuel vehicles, but the Fleet card is specific to a vehicle, not a driver. A driver should not carry a card with them. Because if they lose a card or leave it at home, then no one can fuel the vehicle without that card. Keep in mind that it is not any different than your personal vehicle and your Visa Card. A customer cannot come into the gas station and purchase gas without a payment type. And in order to keep your billing straight and vehicles invoiced to the correct department heads, the correct vehicle Fleet cards should be used.

Thanks for your help. I know this seems like a lot of information, but once the original setup is done, it gives you A LOT of control and management information you never had before with your entire fleet of vehicles.

Let me know if you have any further questions.

Michael Owens
President

Freedom Oil Company

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