

Company Name

Date

Dear Customer,

In order to set your account up properly, please complete the Vehicle Information for one of these two options. Choose the option that best meets your needs.

For better accuracy, please use the examples below to complete this information. When complete, fax these 2 pages to your fleet card consultant.

Option 1: Vehicle Assigned Cards (Our most commonly requested option). Cards will be assigned to and will remain in the vehicle. The vehicle/unit description will be printed on the card and allow any of the drivers to use any of the vehicle cards.

Required Field:
Vehicle/Unit Description will be printed on the card. Some examples of what you may use are: 2003 Ford F-150 or Unit 146

Required Fields:
List the \$ amount you would like to have reset daily for Fuel, Maintenance (includes car washes), Additives and Miscellaneous purchases. If you would like for the driver to have nothing reset in a specific category, put \$0.00 in the field.

Required Field:
Driver's name will be put in a driver pool so that any driver can use any card.

Required Field:
Driver's personal 4 digit pin number.

Vehicle Information

Vehicle / Unit Description <i>Last, First - Up to 19 letters</i>	Gallon Limit <i>Per Purch</i>	Preferred Fuel Type* <i>See key below</i>	Daily Fuel Limit <i>Up to \$750</i>	Daily Maint Limit <i>Up to \$2500</i>	Daily Additive Limit <i>Up to \$750</i>	Daily Misc Limit <i>Up to \$750</i>	Driver Name	Driver #
2003 Ford F-150		0	\$75	-	\$10	\$0	Bob Smith	4852
Unit 146		5	\$75	-	\$10	\$0	Carol Smith	6973

ENTER YOUR FLEET'S INFORMATION BELOW

*Preferred Fuel Types 0=All 2=Regular Unl 3=Unl Prem 4=Unl Plus 5=Diesel

OR

Option 2: Driver Assigned Cards. Cards will be assigned to and carried by the driver. The driver's name will be printed on the card and will not allow the card to be used by anyone other than the driver who is assigned to it.

Required Field:
Driver's name will be printed on the card.

Required Field:
Driver's personal 4 digit pin number.

Required Fields:
List the \$ amount you would like to have reset daily for Fuel, Maintenance (includes car washes), Additives and Miscellaneous purchases. If you would like for the driver to have nothing reset in a specific category, put \$0.00 in the field.

Vehicle Information

Driver Name <i>Last, First - Up to 19 letters</i>	Driver # <i>4 digits</i>	Gallon Limit <i>Per Purch</i>	Preferred Fuel Type* <i>See key below</i>	Daily Fuel Limit <i>Up to \$750</i>	Daily Maint Limit <i>Up to \$2500</i>	Daily Additive Limit <i>Up to \$750</i>	Daily Misc Limit <i>Up to \$750</i>
Bob Smith	4852			\$250	\$0.00	\$10	\$0.00
Carol Smith	6973			\$250	\$0.00	\$10	\$0.00
Spare Card	9877			\$250	\$0.00	\$10	\$0.00

ENTER YOUR FLEET'S INFORMATION BELOW

*Preferred Fuel Types 0=All 2=Regular Unl 3=Unl Prem 4=Unl Plus 5=Diesel

Regarding Both Options 1 and 2

When the card is used to pay at the pump within the Fleet One fueling network, hard controls including product restrictions cannot be guaranteed. However, violations are indicated on the customer's transaction report.

Complete this page regardless of the option selected on page 1.

1. **Reports.** How would you like to receive your Invoice and Activity report?
Select all that are applicable. If no selection is made, your method of receipt will be noted in your Welcome Packet that you'll receive with your cards.
 Fax. If different from credit application, Fax Number is: _____
 Email. If different from credit application, Email address is: _____
 Other: _____
2. **Odometer Reading.** Your drivers will always be prompted for their odometer reading (a maximum of 6 digits) at the time of purchase. However, you have the option to make it a required entry. Would you like for your drivers to be required to give an odometer reading?
 Yes No
3. **Online Account Management.** This is a free service that allows you to manage your account online. Provide a password: _____
4. **Enforce Gallon Limit?** Yes* No
Driver limited to a maximum limit for each purchase.
5. **Enforce Fuel Type?** Yes* No
Driver forced to purchase gasoline only or diesel only.
Example 1: Card can only purchase Reg, Plus and Prem Unleaded and is not authorized to purchase Diesel.
Example 2: Card can only purchase Diesel and can never purchase Unleaded fuels unless authorized person or dispatcher overrides this restriction.

Additional Information:

Authorized person on account can make overrides on restrictions.

*Enter applicable information (restrictions or limits) on Vehicle/Driver Information form.

PO Requirement - Cards will be replaced if this option is changed at a later date.