



**ACCOUNT CHANGE or CASH ACCOUNT REQUEST**

**ALL INFORMATION MUST BE PRINTED OR TYPED**

DO NOT USE THIS FORM TO REQUEST SEPARATE ACCOUNT NUMBERS ( 1 ) OR NAME CHANGE DUE TO OWNERSHIP CHANGE(S) ( 2 ).  
 ( 1 ) A CREDIT APPLICATION IS REQUIRED ACKNOWLEDGING CREDIT TERMS FOR THE NEW AND/OR SEPARATE ACCOUNT(S).  
 ( 2 ) OWNERSHIP CHANGES (COMPANY SOLD) REQUIRES CREDIT APPLICATION FROM NEW OWNER(S).

**REQUEST NEW CASH ACCOUNT**

**EXISTING ACCOUNT CHANGES FOR ACCOUNT #** \_\_\_\_\_

ADD SHIP-TO LOCATION (SEPARATE FORM FOR EACH NEW LOCATION)

CHANGE SHIP-TO LOCATION AND/OR BILL-TO ADDRESS

REQUEST COMPANY NAME CHANGE – REASON: \_\_\_\_\_

REQUEST CREDIT LIMIT CHANGE TO: \_\_\_\_\_

OTHER CHANGE (EXPLAIN): \_\_\_\_\_

<b>NAME OF COMPANY OR INDIVIDUAL:</b>					
<b>MAILING ADDRESS (STATEMENTS AND INVOICES):</b>					
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>BUSINESS PHONE:</b>	<b>FAX NUMBER:</b>	
<b>CONTACT NAME (FOR BILLING QUESTIONS):</b>	<b>CONTACT TITLE:</b>	<b>PHONE NUMBER:</b>	<b>EMAIL ADDRESS:</b>		
<b>SHIP-TO   DELIVER TO COMPANY NAME (IF DIFFERENT FROM ACCOUNT NAME):</b>					
<b>SHIP-TO   DELIVERY ADDRESS (IF DIFFERENT FROM MAILING OR MAILING IS PO BOX):</b>					
<b>SHIP-TO   CITY:</b>		<b>STATE:</b>		<b>ZIP:</b>	
<b>SHIP-TO   BUSINESS PHONE:</b>	<b>SHIP-TO   FAX NUMBER:</b>	<b>COUNTY DELIVERED IN:</b>			
<b>DELIVERY SPECIAL INSTRUCTIONS / RESTRICTIONS:</b>					
<b>TAX EXEMPT</b>  <i>*REQUIRES A COPY OF TAX EXEMPTION FORMS</i> <i>*EXEMPTION COPIES MUST BE ON FILE IN ACCOUNTING.</i>		SHOW PRICES ON ORDERS		EMAIL INVOICES	
		BACK ORDERS ACCEPTED		MAIL INVOICES TO (CHECK ONE BELOW):	
		PURCHASE ORDER REQUIRED		PARENT COMPANY	SHIP-TO ADDRESS
<b>REMARKS:</b>					

**REQUESTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SEND COMPLETED ORIGINAL FORM TO:**

MAILING ADDRESS: DILMAR OIL COMPANY | CREDIT DEPARTMENT | PO BOX 5629 | FLORENCE, SC 29502-5629

EMAIL ADDRESS: CREDIT@DILMAR.COM

FAX NUMBER: (843) 664-0637

DILMAR OIL COMPANY – INTERNAL USE ONLY													
ACCOUNT NUMBER:		REVIEWED / APPROVED BY:			SETUP BY:			DATE:			SALES CONSULTANT:		
DELIVERY SCHEDULED DAY:							DELIVERING WAREHOUSE:						
MON	TUE	WED	THU	FRI	ATL	ALB	COL	CHS	DAL	FLO	GLD	LAT	WIL