



TOTAL Liberia Inc.

For Office Use only

Type of Cards: **PREPAID**

Fuel Card Order Form

Name of Company:

Address details:

Creation of Cards Kindly Put a X
Amendment of Cards

Products & services options	
1	All Products
3	Diesel + Services
4	Gasoline only
5	Diesel only
6	Gasoline + Lubes
7	Diesel + Lubes
8	Kerosene only

Compulsory Fields			Compulsory for first creation	Optional Fields												
Important: Kindly note that the following parameters will appear on the card. Any modifications required here entails				Controls			PIN Code		Authorised Periods			Authorised Zones				
1	2	3	4	5	6	7	8	9	10	11	12					13
Name of Cardholder (as to appear on face of card with maximum of 13 characters)	Vehicle Registration Number	Products & Services	Card Value US\$	Mileage check / Km option (Y / N)	Tank Capacity Restriction (USG)	Tank capacity override option (Y / N)	PIN Number (4 digits only)	Management Code (Y / N)	All Days	Monday to Friday	Override (Y / N)	All zones	Monrovia	Buchanan	Other	Override (Y / N)

Authorisation to Create Cards (for office use only)	
TOTAL Liberia Inc. PO Box 342 Clara Town Bushrod Island - MONROVIA Tel : 06.754.75 Fax : 77287385	Date: _____ Signature of Marketing Manager: _____
	Date: _____ Signature of Card Manager: _____

Your	
Name of Applicant: _____	Signature and Company Stamp Date: ____/____/____
Designation: _____	
Telephone and Fax: _____	



TOTAL LIBERIA - FUEL CARD CONTRACT FORM



Section 1: To be filled by Client & should provide certified copy certificates where indicated by **.

This contract is between Total Liberia Inc. and:

Company _____	Tel _____
Address _____	Fax _____
_____	E-mail _____
_____	Activity _____
**Co. Registration No. _____	**VAT No. _____

Herein represented by:

Name _____	Position _____
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Thereafter referred to as "The Client"

This Contract shall be valid from to

and will automatically be renewed unless one and / or the other party terminates it. This Contract is subject to the General Sales conditions available overleaf.

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Section 2: Sales Conditions

Prepayment [EP card]	Method of payment	<input type="checkbox"/> Bank Transfer into a named TOTAL Bank Account
		<input type="checkbox"/> Cheque
		<input type="checkbox"/> Cash deposit

Note: All settlements should be deposited directly into our bank account & proof of payment submitted.

Section 3: Card Cost and Fleet Management Options

Initial Card cost is US\$10.00 per Card payable on signing of contract
Please note that in case of loss, there is a Card replacement fee equivalent to initial Card cost.

OPTIONAL: Full package of a fleet management system that includes the following monthly statements:

Detailed statement	<input type="checkbox"/>
Detailed statement + consumption report	<input type="checkbox"/>
Detailed statement + consumption report + anomaly report	<input type="checkbox"/>

Section 4: For official use only

Creation <input type="checkbox"/>	Retail / Consumer Area Manager	<input type="text"/>
Amendment <input type="checkbox"/>	Customer Account Details	
	TomCard A/C No.	<input type="text"/>
	TomFC A/C No.	<input type="text"/>
	SAP A/C No.	<input type="text"/>

Thus done on
at _____

SIGNATURES: Client _____
Marketing Manager
Total Liberia _____