



To our valued customers:

On June 1, 2021, we will be transitioning to a new software system which will help us better serve our customers through a streamlined order, delivery, and billing process.

For our fuel delivery customers, here are the changes that will impact you:

If we currently have your email address on file/You receive monthly statements via email:

Invoices:

- We will no longer leave a copy of the metered ticket/invoice at the time of delivery.
- Metered Tickets/Invoices will be emailed to you the following business day after delivery.
(*Email will continue to be the quickest and most efficient way to receive your fuel invoices*)

Statements:

- You will continue to receive your monthly statements via email, in addition to your delivery tickets.

OR

If you do not have your email address on file/You receive monthly statements via Mail:

Invoices:

- We will no longer leave a copy of the metered ticket/invoice at the time of delivery.
- Metered Tickets/Invoices will be *mailed* to you the following business day after delivery, however we can email them to you if you prefer.

Email is the quickest and most efficient way to receive your fuel invoices. Please call our office at 540-477-3131 to add your email address to your account!

Statements:

- We will continue to mail your monthly statements to you.
- If you choose to add your email address to your account, we will email your monthly statement instead.

Please know that we have prepared as much as possible to make this change seamless. If you encounter any issues or have any questions once we roll out our new software system on June 1, 2021, please do not hesitate to contact us.

We appreciate your business and will strive to continue to give you the same level of service that you have grown to appreciate and expect from Holtzman Oil Corp.

Sincerely,

Richard L. Koontz, Jr.
Vice President



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