



Richmond, KY  
40476  
Tel: (859) 623-4032  
Toll free Tel: (800) 456-3527

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

PLEASE FAX DIRECTLY TO (859) 624-5306

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**Credit Card Procedures**

Credit Card purchases can be accepted via fax, mail, email or over the telephone. Orders must have the customer's credit card information and signature on the order.

Please provide the following:

Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Card holder name: \_\_\_\_\_

Card holder authorization signature: \_\_\_\_\_

Printed name of authorized signer: \_\_\_\_\_

Type of card

MASTERCARD

AMERICAN EXPRESS

VISA

Once entered, all credit card purchase request orders must be submitted to accounting for approval/authorization. Same day shipping is not guaranteed with this method of purchase. The order will be given to shipping upon credit approval.

Please fax this information to Riley Oil Company @ (859) 624-5306

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