

# Capital City Oil, Inc.

Glen Spees and Frank Smith started Capital City Oil (CCO) as a distributor for Cities Service in 1960. In 1985 Marvin Spees purchased the business from his father and Frank. Our company has survived the 1966 Topeka tornado, fuel shortages during the 70's, new tank regulations during the 80's, and the closing of at least 20 distributors in the NE Kansas area. We are still operating on the same corner now for over 55 years.

Since Marvin's purchase of the company we have seen steady growth and expansion. Starting with 5 employees in 1985, we now employ over 30 people. We currently have employees and/or locations in Manhattan, Wamego, Topeka, Lawrence, Dover and Kansas City. Under Marvin's stewardship we have steadily increased our fuel and lubricant gallons over 20 times the volume we were in 1985. We also started a residential/commercial propane delivery service from the ground up in 1998. We sold this part of our business to concentrate on our core business of commercial fuel and lubricants.

We are certified as a 'First Source Marketer' by Chevron; this title is bestowed only on Chevron's top tier marketers that follow stringent integrity guidelines. In 2008, our outstanding customer service ratings enabled CCO to be rated #1 of all Chevron First Source Marketers in the USA. We have also been honored by being selected 'Small Business of the Year' by the Topeka Area Chamber of Commerce.

Throughout our organization, quality products and unmatched service are our driving force. We're proud of our business partnerships that we have created with our customers, allowing them the confidence that their lubricant and fuel needs are being met so they can focus on the core aspect of their business.

We can be reached at 785-233-8008 or 800-211-8008 or [www.capitalcityoil.com](http://www.capitalcityoil.com)

Marvin Spees, President

Kyle McNorton, Sales Manager

Barb Koelling, Office Manager

Larry Black, Transportation Manager

Tom Ney, Operations Manager





## Discounts and Terms

### Payment Terms

EFT 10 days from date of invoice; EFT Monthly (10<sup>th</sup> of following month); or Net 30 Days (payment due 10<sup>th</sup> of following month) depending on how customer wants to set up their account. CCO will consider the account past due if payment is not received by the last day of the following month.

Credit card payments are accepted, however, no discounts apply to credit card sales.

### Fuel Discounts

#### Payment Discount

**\$0.03** per gallon if paid by cash or check at time of delivery or by cash or check within 10 days of delivery if they have an approved credit account.

Accounts set up as EFT 10 Day payment terms (where payment is automatically withdrawn from customer's account 10 days after delivery) will receive a **\$0.05** per gallon discount.

Accounts set up as EFT Monthly payment terms (where payment is automatically withdrawn from customer's account on the 10<sup>th</sup> of following month) will receive a **\$0.02** per gallon discount.

Volume Discount – Only available with EFT 10 Day Payment terms – given in addition to Payment Discount

**\$0.02** per gallon for every 1,000 gallon delivered at one time.

**1,000** Gallon = **\$0.02** per gallon

**2,000** Gallon = **\$0.04** per gallon

**3,000** Gallon = **\$0.06** per gallon

**4,000** Gallon = **\$0.08** per gallon

Discount based on combined gallons delivered at one time. Gasoline, Diesel or Dyed Diesel.

### Lube Discounts

Accounts set up as EFT 10 Day payment terms (where payment is automatically withdrawn from customer's account 10 days after delivery) will receive a **5%** discount.

Accounts set up as EFT Monthly payment terms (where payment is automatically withdrawn from customer's account on the 10<sup>th</sup> of following month) will receive a **2%** discount.

**5%** Volume discount on package goods when a minimum of **200** gallons are delivered at one time to the same location. When packaged goods are delivered at the same time as a bulk delivery those gallons count towards the TOTAL delivery amount of 200 gallons.



911 SE Adams, P. O. Box 618  
 Topeka, KS 66601  
 Phone - 785-233-8008  
 Fax 785-232-3580  
 Toll Free 800-211-8008  
 www.capitalcityoil.com

**Office Use Only**

Reviewed by \_\_\_\_\_ Cust # \_\_\_\_\_ C.O.D. \_\_\_\_\_  
 Driver \_\_\_\_\_ Salesman \_\_\_\_\_  
 NOTE: \_\_\_\_\_

**CREDIT APPLICATION & AGREEMENT** ♦ Please PRINT clearly ♦ Read CREDIT TERMS on Page 2

(1) Business or Individual Name \_\_\_\_\_  
 Address \_\_\_\_\_ County \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Email Address (Required) \_\_\_\_\_  
 Authorized Person(s) to Purchase \_\_\_\_\_  
 Estimated Monthly Purchase (Required) \_\_\_\_\_

(2) \_\_\_\_\_ Government \_\_\_\_\_ Partnership/Sole Proprietorship  
 \_\_\_\_\_ Corporation \_\_\_\_\_ Individual/Household  
 Social Security # OR Federal Tax ID # \_\_\_\_\_  
 Date Business Was Organized \_\_\_\_\_  
 State Sales Tax # \_\_\_\_\_ Motor Vehicle Fuels # \_\_\_\_\_  
 P.O. Required? \_\_\_\_\_ Resale? \_\_\_\_\_ (attach exemption certificate)  
 Annual Sales \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Work Phone \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED for Bank References!**

(3) Bank Branch Address State/Zip Contact Person Account #  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED for Current Trade/Credit References!**

(4) Company Name Address State Zip Phone  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(5) PHYSICAL ADDRESS OF BUSINESS/HOME (for delivery purposes): \_\_\_\_\_

(6) PLEASE CHECK WHICH PRODUCTS YOU WILL USE: \_\_\_Oils \_\_\_Greases \_\_\_Gasoline \_\_\_Diesel Fuel

(7) ROUTE SERVICE FOR TANK WAGON FUEL DELIVERY: Route service gives your driver the responsibility for monitoring your tank and making automatic deliveries to ensure you do not run out. Credit approval is required. Non-route customers are required to call in, and deliveries will be made when the driver is in your area.

CHECK HERE TO BE PLACED ON REGULAR ROUTE DELIVERY SCHEDULE

(8) CARDLOCK FUELING: Commercial Fueling Network's (CFN) unattended fueling stations will help your company manage its' fleet fueling process. Our detailed billing will show the type of fuel, location, time of day, quantity and cost of each transaction with totals available by card or vehicle/job number. In addition, you will be given miles traveled and miles per gallon.

CHECK HERE TO APPLY FOR CARDLOCK FUELING CARDS

**COMPLETE ATTACHED CARD WORKSHEET**

(9) PAYMENT VIA ELECTRONIC FUNDS TRANSFER (EFT) is required on all accounts.

**COMPLETE ATTACHED DEBIT AUTHORIZATION**

(10) I HAVE READ AND UNDERSTAND THE CREDIT TERMS as stated on page 2 of this form and do hereby personally guarantee payment of any and all amounts due and owing to Capital City Oil, Inc. for use of the credit account issued via this credit application. All transactions involving the credit extended under this agreement shall be governed by the laws of the State of Kansas, which are expressly adopted to control all transactions hereunder.

PRINCIPAL OR AUTHORIZED SIGNATURE/TITLE \_\_\_\_\_

DATE \_\_\_\_\_

S.S. Number \_\_\_\_\_

Print Name: \_\_\_\_\_

Home Address \_\_\_\_\_

## CREDIT TERMS

I submit the following information for consideration by **Capital City Oil, Inc.** (hereafter referred to as **CCO**) in order to establish a credit account. If approved, I understand purchases charged to the account may be subject to a **FINANCE CHARGE**.

I hereby authorize the above listed Bank and/or Creditor to release financial information to **CCO**, and I authorize **CCO** to obtain my credit reports from consumer reporting agencies and investigate my credit now and in the future for updates to my account or to extend further credit. This information will be confidential and will only be used for the purpose of establishing credit or collecting amounts due to **CCO**.

All purchases made on this charge account are due within ten days of each period billing date and failure to do so within thirty days may cause credit to be suspended and will cause a **FINANCE CHARGE** to be assessed. The finance charge will be computed by applying to the adjusted balance a periodic rate of 1.5% per month corresponding to the **ANNUAL PERCENTAGE RATE OF 18%**. A \$30.00 fee will be assessed on all returned checks and electronic funds transfers. In the event that it becomes necessary to pursue legal action for the collection of the account, I agree to pay reasonable attorney fees and all other collection charges.

As the holder of the cardlock card(s) I understand that I may be liable for the unauthorized use of the card(s). I will promptly notify **CCO**, orally or in writing, if a cardlock card is lost or being used by unauthorized persons. I understand my liability for unauthorized use of such card ends at 11:59 PM on the day of notification to **CCO**.

I understand when I give a cardlock card to an employee or friend; I authorized their use and am responsible for all charges to my account.

I understand the cardlock card(s) issued in my name shall be the property of **CCO** and may be canceled at any time by **CCO**, with or without notice. Upon cancellation of the cardlock card(s), I will surrender said card(s) immediately to **CCO**.

I understand **CCO** reserves the right to withdraw this credit privilege at any time for any reason and without notice. Further, **CCO** reserves the right to require a letter of credit. Such letter is subject to **CCO's** approval. I agree to pay the account in full each billing period and recognize the **FINANCE CHARGE** charged in the event I fail to do so is in recognition of a possible event (my failure to do so), and not an expression of intent to create a revolving or installment charge account.

**CCO** may amend this agreement at any time by giving the written notice required by law to the customer whose name appears on the account by mailing a copy of such amendment to the customer's last known address. All such amendments shall become effective as stated in the written notice and as allowed by law. **CCO** may at any time in the future amend the applicable **FINANCE CHARGE** and **ANNUAL PERCENTAGE RATE** on appropriate notice.



**THANK YOU FOR CHOOSING CCO AS YOUR PETROLEUM SUPPLIER**



www.silverlakebank.com

**MAIN BANK  
TOPEKA**

**Jayhawk Plaza**  
PO Box 8330  
201 NW Hwy 24  
Topeka KS 66608  
phone: 785.232.0102  
fax: 785.232.4010

May 15, 2012

Mr. Marvin Spees  
Capital City Oil  
P O Box 618  
Topeka, KS 66601

RE: Secure Transmission of Electronic Funds Transfer Transactions

**TOPEKA**

**Gage Bank**  
2011 SW Gage Blvd  
Topeka KS 66604  
phone: 785.272.2270  
fax: 785.272.7303

**Southwest Bank**  
2100 SW Urish Rd  
Topeka KS 66614  
phone: 785.290.2270  
fax: 785.290.2273

**SILVER LAKE**  
PO Box 69  
209 Railroad St  
Silver Lake KS 66539  
phone: 785.582.4651  
fax: 785.582.4120

Dear Marvin,

Silver Lake Bank offers our business customers the ability to originate electronic transactions for the collection of payments from their customers. These electronic funds transfer (EFT) transactions are facilitated through the use of the Federal Reserve Bank's Automated Clearing House system.

Business customers utilizing this service are trained to collect necessary information from their customers for proper posting to accounts at financial institutions throughout the United States. The training also addresses the requirement for the business customer to securely store the information received, whether on paper or electronically.

Silver Lake Bank offers a secure and encrypted method for the transmission of EFT files from our customers to our bank. The bank also has an encrypted connection to the Federal Reserve Bank for transmitting all files received for processing. The Federal Reserve Bank requires secure and encrypted connections for all financial institutions who participate in the exchange of electronic files.

In addition to the security procedures referenced above, Silver Lake Bank conducts an annual audit of EFT activity originated for our customers. No security related issues have been identified as a result of the audits.

We feel that the combination of training provided to our business customers, as well as the encryption features and the bank's annual audit help ensure that electronic funds transfers are a very safe and secure method for processing payments from your customers.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Brice W. Feldt". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Brice W. Feldt  
Senior Vice President

# CAPITAL CITY OIL, INC.

P.O. Box 618 ▪ Topeka, KS 66601  
phone 785-233-8008 ▪ toll free 800-211-8008 ▪ fax 785-232-3580

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Enclosed is an EFT **Debit Authorization** form for you to complete so that your account with Capital City Oil, Inc. can be paid with an electronic bank transaction. ***Please complete the following and return this form, the Authorization form to CCO and a voided check to CCO.***

Company or Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Please indicate below your choice of weekly billing (net 10 days) or monthly billing (net 10th of following month).

\_\_\_\_\_ I understand that all invoices on my account (including cardlock, tankwagon delivery, lube invoices, etc.) will be paid with an EFT 10 days after the invoice date.

Tankwagon fuel deliveries and cardlock fuel invoices will be discounted .05 cents per gallon and lubricants will be discounted 5%.

**OR**

\_\_\_\_\_ I understand that all invoices posted to my account during the month (including cardlock, tankwagon delivery, lube invoices, etc.) will be paid with an EFT on the 10th of the following month.

Tankwagon fuel deliveries and cardlock fuel invoices will be discounted .02 cents per gallon and lubricants will be discounted 2%.

You will receive your EFT notice two days before the withdrawal date. In order to expedite receipt of your notice, please indicate an email address or fax number where the notice may be sent.

Email \_\_\_\_\_ - OR - Fax \_\_\_\_\_

## DEBIT AUTHORIZATION

I (we) hereby authorize **Capital City Oil, Inc.**, hereinafter called **COMPANY**, to initiate debit entries to my (our) account indicated below and the financial institution named below, hereinafter called **FINANCIAL INSTITUTION**, to debit the same to such account.

---

(Financial Institution Name)

(Branch)

---

(Address)

(City, State)

(Zip Code)

Type of account:     Checking             Savings

---

(Routing Number)

---

(Account Number)

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

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(Company Name)

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(Signature)

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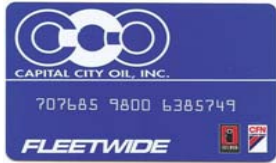
(Print Individual Name)

---

(Date)

### PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM

- All written debit authorizations must provide that the Receiver may revoke the authorization only by notifying the Originator in the manner specified in the authorization.
- Single entry reversals do not require authorization by the Receiver.



## SINGLE CARD WORKSHEET

Each card is issued a PIN number. Your invoice will track all purchases by the number on the card. It will also let you know the odometer entry, product, quantity, price, location, time, date, etc. You can request restrictions on your card, such as: time of day, day of the week, product restriction, and/or custom PIN.

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Email: \_\_\_\_\_

E-Receipts

An electronic receipt with site, product, gallon, date, time, odometer will be sent immediately when transaction is completed to the email address below

### EXCEPTION REPORTS

The below exception reports can be emailed when a transaction occurs outside the controls we have set up on the vehicle cards or drivers. This will only occur if communication fails at the time of authorization or at a small percentage of retail sites that don't have current software to enable these features.

Check below which reports you want emailed.

- Time Restrictions - Day of week or time of day
- Gallon Restrictions - Gallons per fill
- Product Restrictions - Allowed products

Email address - any/all reports & E-Receipts go to same email(s) maximum of five

\_\_\_\_\_

\_\_\_\_\_

- Check box to get set up for web access to view transactions. You can sort information by card, location, amount of fuel purchased, etc. We will let you know logon and site information when we deliver your cards to you.



