



Dear Prospective Customer,

We are excited that you've chosen us as your aviation fuel supplier and look forward to earning your trust and friendship! With volatile fuel costs, we carefully evaluate each application for creditworthiness, which enables us to keep costs low and provide you with the most competitive pricing.

It is our desire to process your application as quickly as possible so that we may begin to serve you right away. To accomplish this, we need a thorough understanding of your financial condition and your current credit status. Please be prepared to initially submit the following:

- A fully completed CityServiceValcon application form, including dates and signatures. The personal guarantee signature is requested for publically held corporations, partnerships, and limited liability companies.
- Additional credit references are always helpful and may be submitted on a separate page. Trade account references provide more information than banks or large corporations.
- Your last completed annual financial statement, including the balance sheet and the profit & loss statement with all footnotes. If such statements are not available, tax returns may be substituted. If six months has elapsed since year-end, an interim financial statement for the current year.
- A signed and completed CityServiceValcon electronic funds transfer authorization form along with a voided check from your account.
- Security in the form of a Letter of Credit or deposit may be required.

For new-to-industry businesses or in some other cases, personal financial statements, income tax returns or security may be required. Your information will be treated as highly confidential. If adequate credit information is not available, credit will only be in an amount equal to security provided. CityServiceValcon reserves the right to grant or deny credit in its sole discretion. All initial documentation should be submitted directly to the contact information below.

Until a line of credit has been granted, you may purchase products under our Pre Wire Transfer program. Our marketing department will give you the approximate invoice value in advance of delivery for you to initiate a wire transfer with your bank. The order will be released once the wire transfer hits our bank account. After the delivery, any slight deviation in the quantity delivered will be reconciled.

We appreciate your interest and look forward to serving you for many years to come!

Best regards,



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