



Bulk Fuels ♦ Lubricants ♦ Cardlock ♦ Services ♦ Solvents ♦ Equipment

To: Cardlock Customers

Subject: Lockout/Card Cancellations & Replacement Cards

RE: Lockout / Cancellation of cards

There are multiple reasons that may arise for the need for a lockout/card cancellation. These are:

- Customer request due to lost or stolen card
- Customer request due to closure of account
- Customer request due to replacement of old cards.

Regardless of the reason, all requests for lockouts/cancellations must be in writing: Via e-mail, fax or regular mail. Customer requests for lockouts/cancellations must include the following:

- Company Name
- Date
- Name and signature of requestor of lockout
- Card and/or pin number of card(s) requiring lockout/cancellation.

Until we receive this request in writing, any and all charges continue to be the customer's responsibility. A regular lockout/cancellation takes 24 hours to go network wide. There is another option of In-Control Invalidation, which is an immediate Network wide invalidation service that is available at an additional fee of \$25.00.

Requests may be sent to the following:

Email – cchavez@dionandsons.com

Fax – (562) 432-7969 Attn: Cristy Chavez

Address: Dion & Sons, Inc – Attn: Cristy Chavez

1543 W. 16th St.

Long Beach, Ca. 90813

****Please make note, that in issuing any replacement/updated card(s) for your company, Dion & Sons Inc. WILL NOT be automatically canceling ANY of your existing cards. We must receive written direction from you to lockout/cancel these cards.***

Thank You,
Cristy Chavez

Dion & Sons, Inc.

Pacific Pride Administrator

*****Please sign for acknowledgement of receipt and acceptance of terms***

Date: _____

Name: _____

Title: _____