

How do I correctly process an Invoice Retrieval Request?

Credit Card Handbook Section E-6

Within 14 days, fax, email, or mail us a copy of the invoice. Include a detailed work order for service work, repairs, towing, and accessories.

Fax: 419-421-3816

Make sure it is legible and include a cover sheet with your dealer number and fax number. Print and keep a confirmation page after you send the fax. **Keep it in your records for proof!*

*Mail: Attn: Retrievals
P.O. Box 11
Findlay, OH 45839*

**Make sure it is a legible copy or original document.*

Email: Retrievals@MarathonPetroleum.com