

## SALE TRANSACTION

|  |                              |  |                   |
|--|------------------------------|--|-------------------|
| CREDIT CARD NO.                                  | 12 345 67 890 001            | TOTAL AMOUNT   | 079:80            |
| SOLD TO  | JOHN Q. CUSTOMER             | EXPIRATION DATE  | 6/09              |
| SOLD BY  | 89251 3 000                  | DATE   | 062108            |
|  | JOHN Q DEALER<br>FINDLAY, OH | DOCUMENT NUMBER  | 5611926           |
|  |                              | PRODUCT OR SERVICE   | QTY. PRICE AMOUNT |
|  |                              | UNL. REG. PLUS PREM. DIESEL  | 200 \$3.99 7980   |
|  |                              | MOTOR OIL  |                   |
| PURCHASER'S SIGNATURE<br><i>John Q. Customer</i> |                              | TOTAL 7980   |                   |
| PAYMENT IN FULL DUE ON RECEIPT OF STATEMENT      |                              | TOTAL AMOUNT INCLUDES ALL APPLICABLE TAXES.<br>EXEMPT TAXES WILL BE DEDUCTED ON STATEMENT. |                   |
| LICENSE NUMBER                                   | STATE                        | TAX  |                   |
| CREDIT AUTH. NO.                                 | SOLD BY                      |  |                   |
| 621954   | JQD                          |  |                   |

FORM 50656 REV. 11/99

AMOUNTS MUST AGREE

CUSTOMER COPY

DEALER COPY

PROCESS COPY

- Check the expiration date and appropriate bulletin if applicable.
- Set the date and sale amount on the imprinter. (To set the sale amount, set the price to zero and then reset to the correct sale amount.)
- Place the customer's credit card in the imprinter with the invoice on top.
- Imprint the invoice.
- Verify that all information has been imprinted clearly on all copies.
  - Customer's account number
  - Expiration date
  - Sale amount
  - Dealer number
  - Sale date
- Describe the products sold.
  - Product description (see back cover for product code information)
  - Quantity
  - Unit cost
  - Amount of each product
  - **Fleet cards only**
    - Driver ID
    - Product code (see back cover for product code information)
    - Odometer reading
    - Vehicle number
- Record the total sale amount.
- Record the authorization number if required. (See the Manual Sale Authorization section for the authorization procedures.)
- Record the initials of the attendant.
- Obtain the customer's signature. Verify that this matches the signature on the back of the card.
- Give the top copy of the invoice to the customer.
- If the sale is for repair services, you **must** retain the work order to support the invoice.

Failure to complete the invoice as instructed may result in a chargeback.

**EXTENDED TERM TRANSACTION  
(Marathon Premier Card Only)**

|                               |                             |  |                |             |            |  |
|-------------------------------|-----------------------------|--|----------------|-------------|------------|--|
| TIRES, BATTERIES, ACCESSORIES | CREDIT CARD NO.             | 97 345 67 890 001  | INVOICE AMOUNT |             | 455.00     |  |
|                               | JOHN Q CUSTOMER             | 6/09   | MARATHON       |             |            |  |
|                               | 89251 3 000                 | CREDIT AUTHORIZATION NUMBER  | 6              | SOLD BY JQD |            |  |
|                               | JOHN Q DEALER<br>FINDLAY OH | MONTHLY INSTALLMENT  |                | DATE        |            |  |
|                               |                             | 062108   | 4283479        |             |            |  |
|                               | LICENSE NO.                 | DESCRIPTION  | QTY.           | PRICE       | EX. TX.    | AMOUNT                                       |
|                               | STATE                       | Repair Work Order #5679  |                |             |            | 42998  |
|                               |                             | Sales Tax  |                |             |            | 2502   |
|                               | PURCHASER'S SIGNATURE       | *NOTICE SEE REVERSE SIDE FOR IMPORTANT INFORMATION. TOTAL AMOUNT INCLUDES ALL APPLICABLE TAXES |                |             | Total Amt. | 455.00                                       |
|                               | X John Q. Customer          |  |                |             |            | INVOICE AMOUNT AT TOP MUST AGREE WITH TOTAL. |
| <b>INSTALLMENT INVOICE</b>    |                             |  |                |             |            |  |

CUSTOMER COPY

DEALER COPY

PROCESS COPY

All sale transaction instructions apply in addition to the following:

- Products and services \$50 and over can be purchased using the 6-month installment plan with the exception of fuel and convenience store items.
- You **must** retain a properly completed work order (name, address, phone number and signature) to support the invoice.
- This form **must** be used or the sale will not be billed in installments.

Failure to complete the invoice as instructed above may result in a chargeback.

NOTE: If customer requests amount of installment, divide the sale amount by 6 and enter this amount in the monthly installment box.

## CREDIT TRANSACTION

**CREDIT MEMO**

CREDIT CARD NO. \_\_\_\_\_

DEALER NO. \_\_\_\_\_

**CREDIT**

DATE: 062195

APPROVED BY: \_\_\_\_\_

CREDIT AMOUNT: \_\_\_\_\_

**MARATHON**

| REASON FOR CREDIT ADJUSTMENT: | DOC # | A M O U N T |
|-------------------------------|-------|-------------|
|                               |       |             |
|                               |       |             |
|                               |       |             |

CUSTOMER SIGNATURE: X

TOTAL → CREDIT AMOUNT AT TOP MUST AGREE WITH TOTAL

FORM 50311 REV. 3/04

CUSTOMER COPY

CUSTOMER COPY

CUSTOMER COPY

MUST AGREE WITH TOTAL

MUST AGREE WITH TOTAL

MUST AGREE WITH TOTAL

- Set the current date and credit amount on the imprinter.
- Place the customer's card in the imprinter with the credit memo on top.
- Imprint the credit memo.
- Verify that all information has been imprinted clearly on all copies.
  - Customer's account number
  - Expiration date
  - Credit amount
  - Dealer number
  - Sale date
- Describe the reason for issuing the credit
- Record the total credit amount and record the sale date under the Reason for Credit.
- Record the original DOC number.
- Record the initials of the attendant.
- Give the top copy of the credit memo to the customer.

NOTE: Credit memos should not be calculated in the assignment transmittal total.

- Send the process copy of the credit memo to the Credit Card Center.

## MANUAL ASSIGNMENT PREPARATION

No Transmittal may have a total exceeding \$999.99.

ASSIGNMENT TRANSMITTAL

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|                                    |        |   |
|------------------------------------|--------|---|
| DEALER                             | DATE   | Form 50468 Rev. 1-91                                  |
| 89251 3                            | 062195 | 0447993   |
| JOHN Q. DEALER<br>FINDLAY OH       |        |   |
| Total<br>Amt.                      | 65 00  | IMPRINTED AMOUNT<br>MUST AGREE WITH<br>WRITTEN AMOUNT |
| <i>John Q. Dealer</i><br>SIGNATURE |        |   |
| Marathon Petroleum Company LLC     |        |   |

DEALER COPY  
 PROCESS COPY

For value received, I hereby assign to Marathon Petroleum Company LLC (MPC) invoices comprising the total amount shown, and warrant that each invoice is a true and accurate record of sales, free of dispute or setoff, within MPC's credit policies to customers whose credit has been authorized by MPC.  
 I agree to support any inquiry concerning payment or credit of this assignment by referring the carbon paper of each invoice involved.  
 I consent to the arrangement of a credit or refund to Marathon Petroleum Company LLC for the tax paid by it with respect to all tax exempt sales. Federal tax exempt sales included in this assignment were made from merchandise purchased from Marathon Petroleum Company LLC.

Assignments must be prepared and sent at a minimum of twice weekly.

- Separate the dealer copies from the process copies.
- **Save your dealer copies. This is very important. Reimbursement for lost tickets or assignments will be made only upon submission of dealer copies. Even if your assignment is sent via Certified Mail, your dealer copies should be saved until correct payment or credit has been received.**
- Total the sale amount of the invoices excluding credit memos.
- Record the total amount in the space provided on the assignment transmittal.
- Set your imprinter for the gross value of the assignment. **(Do not use discounted value.)**
- Imprint the transmittal.
- Verify that the transmittal is imprinted correctly.
- Sign the transmittal.
- Do not staple, paperclip, or rubberband assignments. This delays processing time and will delay payment.
- Send the process copy of the invoice(s) along with the process copy of the transmittal.

(continued)

## MANUAL ASSIGNMENT PREPARATION (cont'd)

Use this envelope  
to mail to:

|                                       |  |   |
|---------------------------------------|--|---|
| _____                                 |  | Put Stamp<br>here. The<br>Post<br>Office Will<br>Not deliver<br>mail without<br>postage |
| _____                                 |  |   |
| _____                                 |  |   |
| <b>First Class Mail</b>               |  |   |
| <b>Marathon Petroleum Company LLC</b> |  |   |
| <b>P O Box 11</b>                     |  |   |
| <b>FINDLAY OH 45839-0011</b>          |  |   |
| <b>Envelope 59000</b>                 |  |   |

- It is important that you verify within 14 days that payment is received for all assignments submitted. Transactions on Marathon Fleet and non-proprietary cards older than 30 days will not be processed. Also, transactions on Marathon cards older than 90 days will not be processed. A copy of the assignment transmittal must be included with any dealer copy invoices submitted for processing.