



Polk-Burnett Propane Services, Inc.

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Branch Office: 7298 State Road 70 • Webster, WI 54893

Propane Change of Delivery Status Form

- WILL CALL** – Deliveries are initiated by you, the customer. You are required to give a 5 day business notice when the tank reads 20-25%. If an immediate delivery is needed, Polk-Burnett will do its best to accommodate, however, extra charges will be assessed.
- AUTO DELIVERY (FULL-TIME RESIDENCE OR BUSINESS)** – Deliveries are scheduled by Polk-Burnett in an effort to maintain uninterrupted propane service **providing your account is current.**
- AUTO DELIVERY (SEASONAL OR PART-TIME RESIDENCE)** – Auto delivery is not designed for customers heating seasonal or unoccupied buildings. **To help prevent runouts Polk-Burnett has the following recommendations:** Employ a caretaker, Install a tank monitor available from Polk-Burnett (fees apply), use a low temperature warning device, and check your tank when you are at your property and call or email us the current %. Failure to not do any of the above may result in additional charges for emergency deliveries.

IMPORTANT: AUTO DELIVERY is just an estimate. It uses past history and outdoor temperatures in estimating what percent your tank is at. If you have heavy sporadic usage or inconsistent usage our estimate will be off. We ask that you periodically check your tank and call or email updated tank percentages if there are changes/spikes in usage or if you find your tank at 20-25%. We also request that you keep us updated on the addition or removal of propane appliances.

Auto Delivery – Please provide current tank reading _____%

Acct # _____ Account Name _____

Service Address _____

Email _____

Signature _____ Dated _____