



FPS BRIEFING NOTE

INFORMATION YOUR OIL DISTRIBUTOR WILL NEED TO KNOW WHEN YOU PLACE AN ORDER

Your details:

- Your name, address and postcode
- Home, daytime and mobile telephone numbers
- Email address
- VAT number (if applicable)

Your tank:

- Type of tank, age and manufacturer
- Size of tank and type of connections
- Height of connection above ground, ie will the driver need to use a ladder?
- Condition of tank

The oil:

- Type (eg kerosene, gas oil etc) and quantity required
- Can the driver establish the tank contents before and during delivery?
- What the oil is being used for (information required by HMRC)
- What appliance the oil is feeding, eg Aga
- Can the delivery driver put a contents label on the tank?

Accessing the tank:

- Distance of the tank from where the tanker parks
- Is there any restriction on size of tanker that can get access to the site?
- Location within your property, eg behind the greenhouse
- Can the delivery driver get access to the tank without special conditions, eg garage must be unlocked; access across a fence, dogs to be restrained?
- Will you be there when the delivery is made?

How you want to pay:

- Credit card
- Debit card
- Budget payment
- Cheque
- Other