

**Seneca Office**  
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Seneca, KS 66538  
Phone: 785-336-6153



**Sabetha Office**  
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Phone: 785-284-2227

## **Refined Fuels Service and Delivery Policies -- Effective 7/1/2026**

### **Delivery Minimums:**

- Minimum delivery = 300 gallons. (Can be a combination of different fuel types)
- Less than 300 gallons = \$100 trip charge

### **Bulk Discount Schedules:**

- 900 – 1499 Gallons = \$0.03/gallon discount
- 1500 – 2999 Gallons = \$0.05/gallon discount
- 3000+ Gallons = \$0.07/gallon discount
- Full Bobtail Truck Load (approximately 4500 – 5000 gallons) = \$0.10/gallon discount

### **Credit/Charge Privileges & No-Charge Policies:**

- All account paperwork and account setup must be completed **BEFORE** delivery is scheduled.
- Credit/Charge approved accounts are eligible for Auto Fill status.
- Customers without charge accounts are not eligible for Auto Fill status.
- An account becoming 60 days past due will result in credit privileges being suspended. Additionally, the account will no longer be eligible for Auto Fill status or delivery. IF a customer is turned into a Permanent No-Charge or Cash Only status, these actions will not be reversed in the event of the account becoming current.
- No-Charge and Cash Only customers **must have payment received in our offices before** routing and delivery will be made. We offer cash, credit cards, ACH, or check as acceptable forms of payment.

### **Auto Fill Program:**

- If you want to be on Auto Fill status, tanks will have a tank monitor installed by Ag Partners Cooperative at no charge.
- ALL deliveries made will be automatically routed and when your tank is between 5% - 15% Full.

### **Will Call Customers:**

- We kindly request that you monitor your tank and call us at least 1 day in advance of needing delivery.
- Orders called in during the day will be routed and delivered as time and efficiency allows. We may ask if your order is needed ASAP or if it can be delivered within the next couple of days to allow us to be efficient.
- Orders called in or placed after 3:00 pm will generally be scheduled for the next day's delivery.
- Prices will be held from when the customer places the order.

### **Contracting:**

- Ag Partners offers Gas & Diesel contracting at any point throughout the year.
- We contract Direct Transport Loads, Bobtail Delivery, or Fuel at the Pumps.
- We offer Full Prepay & \$0.25/gallon Deposit Contracts.
- Customers who contract 5000 gallons or more at one time can do \$0 down; must have an approved charge account.
- Contracts for Fuel at the Pumps are \$0 Down and for approved accounts only.
- Contracting can be done up to two years in advance.
- All contracted gallons must be delivered by December 31<sup>st</sup> of that year. Any remaining gallons will "roll over" to the next calendar year at either the same contracted price or the contracting price that Ag Partners sets on the 1<sup>st</sup> trading day of the New Calendar Year – whichever is the higher price.

- Customers who fail to fulfill or wish to cancel the executed contract:
  - If truck price is lower, customer will be billed the difference of the current daily truck price versus the contracted price on the day they want to cancel the contract.
  - If truck price is higher than the contract, any monies already paid will be forfeited.
  - If customer executes a \$0 down contract and wishes to cancel, customer will be billed for any remaining gallons at full contracted price per gallon.

### **Automated Fuel Delivery (AFD) Program:**

- Ag Partners Cooperative, in conjunction with CHS, can offer CHS' Automated Fuel Delivery Program in certain areas of our trade territory. Please reach out to one of our sales reps or offices for additional information.

### **Refined Fuel Tank Program:**

- Ag Partners offers a tank program. To qualify for a tank, customers must have Ag Partners deliver a minimum total gallon of 5 times the size of the barrel.
  - 550-gallon tank = 2,750 gallons or more delivered/year
  - 1000-gallon tank = 5,000 gallons or more delivered/year
  - 2000-gallon tank = 10,000 gallons or more delivered/year
- Customers who do not reach the above stated quantities per year are charged a \$450 tank usage fee in January of the following year.
- Ag Partners also sells tanks outright and can do a 3-year lease to own option.

### **Ag Partners Cooperative Proprietary Cards:**

- Approved Charge Customers can request their own personal Ag Partners fuel card that works at any of our 13 fueling sites. Customers can have multiple cards for their account. Transactions will be billed to your Ag Partners account.
- Customers who are 60 days past due will have their fuel cards turned off. Once their account is paid up to date, we will turn them back on.
- IF a customer is turned into a Permanent No-Charge or Cash Only status, fuel cards will be permanently suspended.
- For customers who hit 60 days past due and have had their cards turned off 2 times, Ag Partners reserves the right to permanently disable all fuel card privileges.
- We recommend that all Ag Partners fuel cards have a PIN code applied to them.
- Ag Partners Cooperative is not responsible if your card(s) are lost, stolen, or used by unauthorized individuals. This responsibility falls onto the customer.

### **Dyed Diesel – Tax Exemption**

- For a customer to not be taxed on dyed diesel, the customer must complete a proper tax exemption form and turn it in to Ag Partners to be placed on file.
- All dyed diesel deliveries and transactions will be taxed unless the proper exemption form is submitted and on file.