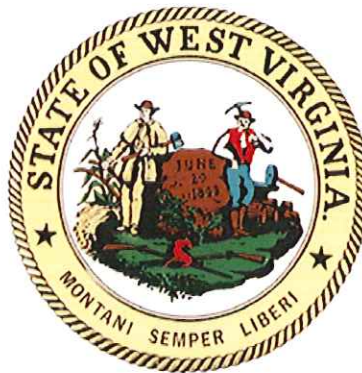




Financial Services Corporation

ExxonMobil Universal Card
Response to
THE STATE OF WEST VIRGINIA
Department of Administration
Purchasing Division



REQUEST FOR PROPOSAL
RFP FLT12016
Fuel Only Cards
December 15, 2011, 1:30 p.m.

2011 DEC 14 AM 9:57
WV PURCHASING
DIVISION

Submitted by:
Wright Express Financial Services Corporation
7090 South Union Park Center, Suite 350
Midvale, Utah 84047
1-888-842-0075

**ExxonMobil
Universal Fleet
Card**

**Response to
THE STATE OF
WEST VIRGINIA**

**Department of
Administration
Purchasing Division**



**REQUEST FOR
PROPOSAL
RFP FLT12016
Fuel Only Cards
December 15, 2011
1:30 p.m.**

1

**Title Page/Cover Letter;
Signed RFP FLT 12016 and
Forms**

2

Executive Summary

3

**Response to Required
Products and Services**

4

Financial Incentives

5

**Additional Terms and
Conditions; Participation
Addendum**



December 5, 2011

Krista Ferrell
Department of Administration
Fleet Management Office
2101 Washington Street, East
Building 17
Charleston, WV 25305-01230

Re: RFQ FLT12016, Fuel Only Cards

Ms. Ferrell,

This proposal is presented by Wright Express Financial Services Corporation (WEX FSC), a Utah industrial bank. WEX FSC is a wholly owned subsidiary of Wright Express Corporation (WEX Corp), a Delaware corporation. WEX FSC and WEX Corp. are collectively referred to herein as Wright Express.

Wright Express' contact information is as follows:

Wright Express Financial Services Corporation	Wright Express Corporation
7090 South Union Park Center, Suite 350 Midvale, Utah 84047 (888) 842-0075	97 Darling Avenue South Portland, Maine 04106 (800) 761-7181

Your point of contact is District Sales Manager Chuck Shettle:

Chuck Shettle
1554 Cottage Lane
Towson, MD 21286

P: 410-494-1808
C: 410-494-5049
E: Chuck_shettle@wrightexpress.com

We are proposing the ExxonMobil Universal Fleet Card for your retail fuel purchases. The ExxonMobil Universal Fleet Card is accepted at all Exxon and Mobil stations, and at all locations that accept the Wright Express Card. We believe the ExxonMobil Universal Fleet Card will provide the State of West Virginia with an effective and cost-saving fuel program. The ExxonMobil Universal Fleet Card will allow the State of West Virginia to receive the high level of reporting, service and cost benefits for which ExxonMobil Corporation, with headquarters in Irving, Texas, and Wright Express are known.

The ExxonMobil Universal Fleet Card is issued by Wright Express. As such, the Fleet Card contract will be with Wright Express and all data and information resulting from fuel purchases will be processed by Wright Express and will therefore be the single point of contact regarding inquiries, disputed transactions and other questions.

This proposal is made conditional on the following criteria, and acceptance of this proposal will mean acceptance of the following condition:



Financial Services Corporation

Exxon and Mobil branded stores may be company operated or may be operated by independent retailers. Products will be available at company operated stores and may be available at independent Exxon and Mobil branded retail outlets. Independent retailers are private businesspersons who are responsible for all decisions regarding supply of products and services, pricing, hours of operation, warranties, employment practices, etc. at their stations. ExxonMobil Corporation, with headquarters in Irving, Texas, does not set prices at stores operated by independent retailers and cannot regulate the retail price of motor fuel.

As a leading provider of payment processing and information management services to the U.S. commercial and government vehicle fleet industry, Wright Express prides itself on the ability to capture Level III transaction data 99.8% of the time. This percentage of Level III data capture is invaluable to the State of West Virginia in ensuring data integrity for reporting purposes. Not only do we provide fleets using our services with 99.8% Level III transaction data, but our all-encompassing fuel card program consists of consolidated billing and reporting, purchase alerts and controls, exception reporting, onsite fuel integration and maintenance capabilities.

Thank you for allowing Wright Express to present our current and upcoming capabilities. We look forward to speaking with you.

Sincerely,

Fred Madeira, Contracting Agent

APPROVED AS
TO FORM



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
FLT12016

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

Wright Express Financial Services Corporation
 7090 South Union Park Center, Suite 350
 Midvale, UT 84047

DEPARTMENT OF ADMINISTRATION
 FLEET MANAGEMENT OFFICE
 2101 WASHINGTON STREET, EAST
 BUILDING 17
 CHARLESTON, WV
 25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/17/2011				

BID OPENING DATE: 12/15/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		946-35	\$0.00	\$0.00
<p>FUEL ONLY CARDS</p> <p>REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA FLEET MANAGEMENT OFFICE, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE THE AGENCY WITH FUEL ONLY CARDS PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID WILL BE HELD ON OCTOBER 07, 2011 AT 1:00 PM AT THE AGENCY'S LOCATION AT 2101 WASHINGTON STREET, EAST IN CHARLESTON, WEST VIRGINIA. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Julie...</i>	TELEPHONE 888-842-0075	DATE 12/5/11
TITLE CONTRACTING AGENT	FEIN 841425616	ADDRESS CHANGES TO BE NOTED ABOVE

APPROVED AS TO FORM

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

oak



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
FLT12016

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
**KRISTA FERRELL
 304-558-2596**

Wright Express Financial Services Corporation
 7090 South Union Park Center, Suite 350
 Midvale, UT 84047

DEPARTMENT OF ADMINISTRATION
 FLEET MANAGEMENT OFFICE
 2101 WASHINGTON STREET, EAST
 BUILDING 17
 CHARLESTON, WV
 25305 304-558-0086

DATE PRINTED 11/17/2011	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **12/15/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.</p> <p>DEADLINE FOR ALL TECHNICAL QUESTIONS IS OCTOBER 12, 2011 AT THE CLOSE OF BUSINESS.</p> <p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED AFTER THE DEADLINE HAS LAPSED.</p> <p>VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RFO SPECIFICATIONS BY FORMAL WRITTEN ADDENDUM IS BINDING.</p> <p>NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Jul Miller</i>	TELEPHONE 888-842-0075	DATE 12/5/11
TITLE CONTRACTING AGENT	FEIN 84-1425616	ADDRESS CHANGES TO BE NOTED ABOVE

APPROVED AS TO FORM WHEN RESPONDING TO RFO, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
FLT12016

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
**KRISTA FERRELL
 304-558-2596**

Wright Express Financial Services Corporation
 7090 South Union Park Center, Suite 350
 Midvale, UT 84047

SHIP TO

DEPARTMENT OF ADMINISTRATION
 FLEET MANAGEMENT OFFICE
 2101 WASHINGTON STREET, EAST
 BUILDING 17
 CHARLESTON, WV
 25305 304-558-0086

DATE PRINTED 11/17/2011	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **12/15/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>STATE BUYER. VIOLATION MAY RESULT IN THE REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 ✓</p> <p>NO. 2 ✓</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Paul Madrin</i>	TELEPHONE 888-842-0075	DATE 12/5/11
TITLE <i>Contracting Agent</i>	FEIN 84-1425616	ADDRESS CHANGES TO BE NOTED ABOVE

APPROVED AS WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR' TO FORM

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State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
FLT12016

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

Wright Express Financial Services Corporation
 7090 South Union Park Center, Suite 350
 Midvale, UT 84047

SHIP TO

DEPARTMENT OF ADMINISTRATION
 FLEET MANAGEMENT OFFICE
 2101 WASHINGTON STREET, EAST
 BUILDING 17
 CHARLESTON, WV
 25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/17/2011				

BID OPENING DATE: 12/15/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>..... SIGNATURE WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION COMPANY DATE</p>						
<p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR,</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Fil M.</i>	TELEPHONE 888-842-0075	DATE 12/5/11
TITLE CONTRACTING AGENT	FEIN 84-1425616	ADDRESS CHANGES TO BE NOTED ABOVE

APPROVED AS TO FORM

aa

WHEN RESPONDING TO RFO, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
FLT12016

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

Wright Express Financial Services Corporation
 7090 South Union Park Center, Suite 350
 Midvale, UT 84047

DEPARTMENT OF ADMINISTRATION
 FLEET MANAGEMENT OFFICE
 2101 WASHINGTON STREET, EAST
 BUILDING 17
 CHARLESTON, WV
 25305 304-558-0086

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11/17/2011				

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 888-842-0075	DATE 12/5/11
TITLE <i>Construction Agent</i>	FEIN 84-1425616	ADDRESS CHANGES TO BE NOTED ABOVE

APPROVED AS TO FORM WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

[Signature]



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

Wright Express Financial Services Corporation
 7090 South Union Park Center, Suite 350
 Midvale, UT 84047

DEPARTMENT OF ADMINISTRATION
 FLEET MANAGEMENT OFFICE
 2101 WASHINGTON STREET, EAST
 BUILDING 17
 CHARLESTON, WV
 25305 304-558-0086

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BID OPENING DATE: 12/15/2011 BID OPENING TIME 01:30PM

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<p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	<i>[Signature]</i>	TELEPHONE	888-842-0075	DATE	12/15/11
TITLE	CONTRACTING AGENT	FEIN	84-1425616	ADDRESS CHANGES TO BE NOTED ABOVE	

APPROVED AS TO FORM WHEN RESPONDING TO RFO, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

[Signature]



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12016

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KRISTA FERRELL 304-558-2596

Wright Express Financial Services Corporation
 7090 South Union Park Center, Suite 350
 Midvale, UT 84047

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11/17/2011				

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REV. 3/88					
	NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: KRISTA FERRELL-FILE 21 RFQ. NO.: FLT12003 BID OPENING DATE: 10/27/2011 BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 410-494-1809					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 808-842-0075	DATE 12/5/11
TITLE CONTRACTING AGENT	FEIN 84-1425616	ADDRESS CHANGES TO BE NOTED ABOVE

APPROVED AS WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'
 TO FORM

[Signature]



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

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FLT12016

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KRISTA FERRELL 304-558-2596

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 Midvale, UT 84047

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11/17/2011				

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
CONTACT PERSON (PLEASE PRINT CLEARLY):						
----- CHUCK SHETLE -----						
***** THIS IS THE END OF RFQ FLT12016 ***** TOTAL:						\$0.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 888-842-0075	DATE 12/5/11
TITLE CONTRACTING AGENT	FEIN 84-1425616	ADDRESS CHANGES TO BE NOTED ABOVE

APPROVED AS WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR' TO FORM

[Signature]

FLT12016

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION

Authorized Signature: [Signature] Date: 12/5/11

State of MAINE

APPROVED AS
TO FORM

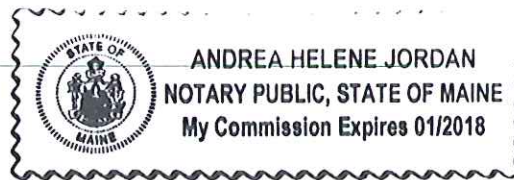
County of CUMBERLAND, to-wit:

[Signature] Taken, subscribed, and sworn to before me this 5th day of DECEMBER, 2011.

My Commission expires 1 (January), 2018.

AFFIX SEAL HERE

NOTARY PUBLIC





Executive Summary

This proposal is presented by Wright Express Financial Services Corporation (WEX FSC), a Utah industrial bank. WEX FSC is a wholly owned subsidiary of Wright Express Corporation (WEX Corp), a Delaware corporation. WEX FSC and WEX Corp. are collectively referred to herein as Wright Express.

Wright Express' contact information is as follows:

Wright Express Financial Services Corporation	Wright Express Corporation
7090 South Union Park Center, Suite 350 Midvale, Utah 84047 (888) 842-0075	97 Darling Avenue South Portland, Maine 04106 (800) 761-7181

Wright Express Financial Services Corporation is offering the services described herein and would be the issuer of ExxonMobil Universal cards to the fleet. Wright Express is a leading provider of payment processing and information management services to the U.S. commercial and government vehicle fleet industry. Wright Express has been in business since 1983 and has been publicly traded on the New York Stock Exchange since 2005. Wright Express provide fleets with Level III transaction data, consolidated billing and reporting, purchase alerts and controls, exception reporting, onsite fuel integration, and maintenance capabilities. Wright Express captures Level III transaction data 99.8% of the time at more than 180,000 fuel and vehicle maintenance locations, including more than 90% of the nation's retail fuel locations. Wright Express processes transactions for commercial and government vehicle fleets totaling 4.8 million vehicles.

Our response includes a description of how Wright Express meets the State of West Virginia's Required Products and Services. Wright Express is pleased to extend its offer to local government bodies in the State of West Virginia. We have attached additional terms and conditions required by WEX FSC as a bank extending credit.

Response to Required Products and Services

5.1 Fuel Card

5.1.1

ExxonMobil Universal Response: Wright Express meets this requirement. We provide fleets with Level III transaction data, consolidated billing and reporting, purchase alerts and controls, exception reporting, onsite fuel integration, and maintenance capabilities. ExxonMobil Universal captures Level III transaction data 99.8% of the time at more than 180,000 fuel and vehicle maintenance locations, including more than 90% of the nation's retail fuel locations.

The ExxonMobil Universal card is also accepted at approximately 2,100 Esso-branded locations in Canada.

For a list of accepting locations nationwide, visit <http://www.wrightexpress.com/WEX/wex-universal-locations.cfm>.

An ExxonMobil Universal card can be assigned to a vehicle/asset, driver or organizational unit (or cost center) in the fleet, enabling the card to capture and track all purchase activity. When the card is swiped at the point of sale device, the driver will be prompted to enter a unique Driver Prompt ID (DID), tying the transaction to the employee and or asset. The driver must enter both the DID (aka PIN) and the vehicle's odometer reading prior to receiving authorization for any transaction. The DID can be either four or six digits.

Fuel Only

Fuel Only cards permit the purchase of fuel, like gasoline, diesel, or alternative fuels based on the coding in the magnetic strip on the card. Non-fuel purchases are not permitted when non-fuel items are identified at time of authorization. This does not include items purchased at the pump, such as car washes.

5.1.2

ExxonMobil Universal Response: ExxonMobil Universal meets this requirement. Wright Express can offer our MasterCard program to support the State's international fueling needs. This program is separate from the ExxonMobil Universal fleet card you would use in the U.S. in terms of card features/functions, billing, reporting and terms. Below are a few highlights:

- It is a Wright Express issued MasterCard with acceptance at more than 30 million locations worldwide
- Card controls and prompting are limited to those offered by MasterCard in the countries where the State plans to use the card
- Level 3 data may not be provided on these transactions (data such as fuel type and gallons)



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- Tax exemption would not apply
- Billing is in US Dollars; a 1% international currency conversion fee will apply
- Billing and reporting is separate from the ExxonMobil Universal Fleet Card
- The online system is a separate system from the ExxonMobil Universal Fleet Card. It is very robust and would provide the State with a variety of tools and data. The Wright Express online account management and reporting tool's capability will provide you with both pre-formatted and user-defined activity reports on a predetermined timed frequency or on-demand. Your Program Administrators and cardholders will be able to access the information when needed. Reports will be delivered in a useful and predictable format, greatly improving your administrative review and control. This functionality includes all requisite formats and media for delivering to, and operating within, Microsoft Office products including Word, Access, and Excel.

You are free to download transaction data from our online products immediately after transactions post in our system and as frequently as required to manage your accounts. Wright Express is able to send you information via a secured ftp site. Wright Express has the ability to provide a downloadable electronic transmission in an Excel or PDF file.

Our online tool also allows you to manage your MasterCard program and set controls.

Our functionality provides for Level-3 line item detail when submitted by vendors. You will receive a reporting system with a wide range of functionalities.

- MasterCard rules would apply to these transactions (i.e. the state would follow MasterCard dispute rules which may differ from ExxonMobil Universal Fleet Card dispute process) and a MasterCard agreement would be required.
- Wright Express will explore integration options with the State's fleet management system for international transactions. Actual solution will depend on international data available and system capabilities of both parties. Note: due to the low volume of transactions the state plans to do internationally, and the actual data that MasterCard provides, technical integration may or may not make sense.
- Our U.S. based customer service is available 24/7 for this program

5.1.3

ExxonMobil Universal Response: ExxonMobil Universal meets this requirement. An ExxonMobil Universal card can be assigned to a vehicle/asset, driver or organizational unit (or cost center) in the fleet, enabling the card to capture and track all purchase activity. When the card is swiped at the point of sale device, the driver will be prompted to enter a unique Driver Prompt ID (DID), tying the transaction to the employee and or asset. The driver must enter both



the DID (aka PIN) and the vehicle's odometer reading prior to receiving authorization for any transaction. The DID can be either four or six digits.

5.1.4

ExxonMobil Universal Response: When the card is swiped at the point of sale device, the driver will be prompted to enter a unique Driver Prompt ID (DID), tying the transaction to the employee and or asset. The driver must enter both the DID and the vehicle's odometer reading prior to receiving authorization for any transaction.

The DID, combined with the vehicle and account numbers, is queried against the ExxonMobil Universal database for verification and, if valid, the transaction is authorized

The ExxonMobil Universal card cannot be electronically activated without entering a valid DID, rendering the card useless to someone who has found or stolen it. The authorization process acts as a security measure, and provides a layer of protection against fraudulent activity. A valid DID is required by all users at the point of sale, providing security to the fleet customer.

Our system does not validate odometer entries prior to fuel being pumped. Alternatively, our customer's have found success using our Bad Odometer Report which identifies where incorrect odometer readings may have been entered by drivers so that you can try to change that behavior. This report is available weekly or monthly via email.

ExxonMobil Universal can also provide an adjusted odometer reading based on a patent-pending algorithm than can provide you an estimation of what the correct odometer entry should have been.

Level III Data Capture

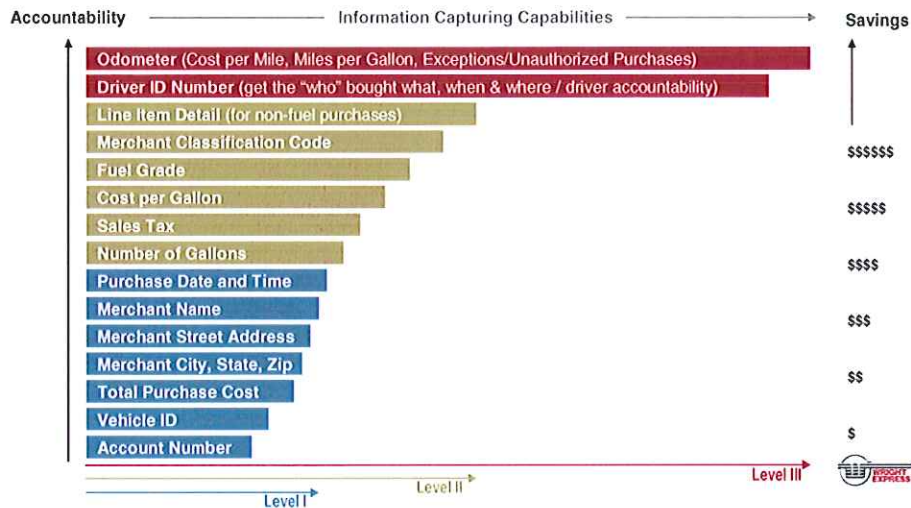
Wright Express requires all of its accepting merchants to be capable of transmitting Level III data, thereby providing you with greater assurance that you will receive the detailed data you need. Wright Express currently receives an average of 99.8% Level III transaction data which we then report to you via standard or custom reporting. Approximately 0.2% of transactions do not include Level III data as reported which is primarily due to manual transactions or other anomalies which may occur when the merchant sends the transaction data us.

Some of our competitors claim 100% Level III data capture. However, this percentage is achieved through site lockout, which decreases the number of locations available to your drivers. This would force your drivers to know which accepting locations of our competitors are Level III capable and which have been locked out. Currently, only 74% of MasterCard fueling locations are Level III capable. The following graphic displays the type of data collected by Wright Express and available to be reported back to you:



Fuel card acceptance, coverage and reliability

Capture Level III data and capture more savings



Product Codes

Transmittal of accurate Level III data and product coding is dependent upon your driver entering the correct odometer reading as well as each merchant's programming of their point of sale devices which are typically located on their island card readers or in their stores. In addition, this data is then transmitted by the merchant's chosen network processor to Wright Express. Wright Express will work closely with merchants or network processors where incorrect product codes or incorrect data are identified to correct such items. Incorrect product codes may impact tax exempt processing and reporting. We recommend that customers retain paper receipts which can be reviewed with the merchant in the event of reporting errors.

5.1.5

ExxonMobil Universal Response: ExxonMobil Universal meets this requirement. We can provide up to nine levels of hierarchy to supporting the State's billing and reporting needs.

5.1.6

ExxonMobil Universal Response: ExxonMobil Universal meets the requirement. The Fleet Manager module of ExxonMobil Universal Online® provides User Provisioning and Roles & Permissions functionality.

- User provisioning: the ability for administrators you designate to grant online access to new users, assigning them to appropriate accounts and specific functions on the site.
- Roles & Permissions: the ability to create and assign custom roles that define a user's access to features and information within the website. For example, you could assign someone a "reporting only" role, or "ability to terminate cards but not add new cards".



5.1.7

ExxonMobil Universal Response: Wright Express, the issuer of the ExxonMobil Universal Card, is the State's current fuel card provider through a co-branded relationship with ARI. Wright Express' system integrates with existing FMO maintenance, repair and garage management systems/programs.

5.1.8

ExxonMobil Universal Response: Wright Express can execute a time-phased initial secure, fuel-only card issue as designated by FMO.

Wright Express Strategic Implementation Managers work exclusively with our large fleet customers, rolling out new programs and implementing significant changes to existing large client programs. Your Strategic Implementation Manager will work with you to create and coordinate project plans and design, lead and execute communication to ensure milestones are met. He or she will also develop and execute training plans to ensure card holders and fleet managers are well prepared to use the program.

The Strategic Implementation Manager will also prepare and distribute regular project updates, facilitate and document issues and action items and document the state's requirements for customized reporting.

5.1.9

ExxonMobil Universal Response: We can support the client-defined fields identified by the State. Additionally, our system's Financial Module supports additional fields that can be tied to an account, driver or vehicle to support reporting needs. This could include things such as GL codes, additional asset information, driver employee numbers, etc.

5.1.10

ExxonMobil Universal Response: ExxonMobil Universal cannot support custom plastic design(s) for the State of West Virginia.

5.2 Reporting

ExxonMobil Universal Response: ExxonMobil Universal meets and exceeds this requirement.

Exception Reporting

ExxonMobil Universal Online® has a tool for reviewing transactions that are outside of the fleet's purchase policy. "My Flexible Exception Reporting" allows users with permission to use the Reporting module at any level to create reports based upon the activity of a driver, a card or an asset. These reports can be global or private. Establishing a global report will push the exception to all ExxonMobil Universal Online® users. The three primary categories of exceptions are transaction, timeframe, and location.

The thresholds from which you can choose are:

- Dollar-based
- Fuel grade
- Gallons purchased
- MPG calculation
- Number of transactions by chosen timeframe or month
- Card inactivity
- Within or outside of certain States
- Days or hours transactions occur

These reports will generate each time a sale posts that meets the established limits. The user will be notified via email and upon logging into ExxonMobil Universal Online® that they have pending exceptions to review. Please see the following chart for a description of some other exception reports that our larger customers have found useful.

Report	Purpose
Decline Reports	Provides review with reasons for declines by driver
Equipment Alert Report	Outlines all sales by equipment type that are outside of your business rules and expectations.
Crew Charge Report	Reports all transactions completed by crew vehicles.
Top 5 Gallon Report	Summation report of all regions showing all drivers purchasing over 1000 gallons and the top 5 purchasers for the month.
Card/Driver Adds	Identifies cards and prompts added during a month to ensure that all appropriate paperwork is received by the corporate office.
Account Review	Summarizes purchases and provides trending by different hierarchy levels.
Brand Summary	Provides monthly overview of total gallons and dollars by merchant.
WEXIndex	Used to benchmark PPG against WEX customers
MWOBE	Identifies purchases completed at minority or women owned businesses, fulfills requirements for some contracts held with Public Utilities
Default Pin Report	Identifies transactions completed with crew pins for the month. Used for misuse detection.
Card Profiles	Overview of all cards by Region and assigned authorization profile. Identifies those cards in Storm Profiles to reduce exposure to misuse.
Activation Reporting	Review last usage of cards or prompt data. Used for cleanup purposes
Sponsor Opportunity	Provides a view by sponsor of highest savings opportunity

Report	
Sponsor Benchmark Report	Corporate view of savings opportunity and benchmarking of sponsors based upon saving and overall sales.
Opportunity Report	Provides a regional view of savings opportunities by product and zip code

Authorization Activity Reporting

You can now view all card activity in ExxonMobil Universal Online® -- approved and declined -- as it happens. That means you can view account activity as soon as a card is swiped, and see attempted transaction requests that were declined. Listed will be the location where the card was swiped, if the transaction was allowed or declined, and if declined, the reason for the decline. Since the Authorization Activity is a real-time listing of activity, you can take action on the spot to remedy a declined transaction, if needed. All approved transactions will still be listed as they post to your account in the regular ExxonMobil Universal Online® transaction listings.

5.2.1

ExxonMobil Universal Response: ExxonMobil Universal offers both standard reports and custom reporting tools on ExxonMobil Universal Online®. This includes the ability to run reports on demand or schedule reports. Reports can be downloaded into Excel or CSV.

5.2.2

ExxonMobil Universal Response: ExxonMobil Universal will bill transactions to two decimal places, data that is captured from the merchant and the point of sale for gallons will be to three decimal places. This is following industry standards and the capability of the networks utilized by the merchants.

5.2.3

ExxonMobil Universal Response: In addition to the ability to search for accepting locations with ExxonMobil Universal Online®, ExxonMobil Universal has several tools available to help drive your employees to the lowest cost service providers. We provide both your fleet managers and drivers with the ability to search for accepting locations and fuel price information from their desktop. ExxonMobil Universal believes it is the only fleet services provider that can provide this kind of timely fuel price information, enabling your drivers to locate lower-priced fueling stations, saving you time and money.

Fuel Site Locator

Our Fuel Site Locator has satellite, standard and hybrid map views. Prices reflect the last transaction made with our real time authorizations messages. No prices older than seven days will be presented. The tool allows you to create a map of preferred stations along a route or in a particular area. Search criteria include address, city, state, zip code, brand and PPG, helping drivers purchase fuel at the lowest cost providers while minimizing diversion costs.

Mobile Fuel Site Locator

The Mobile Fuel Site Locator is an extension of our current Online Fuel Site Locator application.



The mobile application allows users to enter into a web enabled mobile device (e.g. Blackberry, iPhone) their address location or zip code, as well as desired fuel type (Diesel and Unleaded grades) and search radius. The application returns a list accepting merchants with addresses, distance from current location, and date and time of the last price per gallon for that site. The application also provides mapping and turn by turn directions when the user clicks into a particular merchant. This application provides results utilizing authorization data from accepting merchants. ExxonMobil Universal utilizes real time data from 4.8 million fuel cards from 300,000 fuel customers to populate this data pool. No other fuel card provider has access to this volume or quality of data.

5.2.4

ExxonMobil Universal Response: ExxonMobil Universal will not charge set-up fees to the State of West Virginia.

5.3 Management/Administration

5.3.1

ExxonMobil Universal Response: ExxonMobil Universal meets and exceeds this requirement. Wright Express believes that training is the cornerstone for any successful implementation. The Strategic Implementation Manager will work closely with you to create a training plan that will support the needs of members who utilize Wright Express Services. An ExxonMobil Universal Online® user guide will be provided, as will a Companion Guide. The Companion Guide will incorporate any of your business rules with respect to field reporting requirements and data collection expectations.

For the formalized training, this can be conducted in three distinct ways. Wright Express utilizes WebEx as a tool for training; allowing members to complete training either through a classroom setting from their desk top or by accessing a pre-recorded training seminar. These pre-recorded seminars are helpful as they can be used by new hires after the implementation has been completed. Wright Express can also do in person training sessions at Manager Meetings or other venues where a group has been brought together. Your government account manager will also complete on-going training as new products are released or as business needs require. .

The Strategic Implementation Manager would remain on board until the program is stabilized. The Regional Account Manager and Premium Fleet Services Account Manager would be involved in both the transition and implementation and remain with the program throughout the length of the contract.

5.3.2

ExxonMobil Universal Response: Wright Express agrees to this requirement.

5.3.3

ExxonMobil Universal Response: Wright Express meets this requirement. The Fleet Manager module of ExxonMobil Universal Online® offers the following account maintenance functions:



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- Add, change status and terminate cards, vehicles, and drivers in real time
- Assign card to driver, vehicle or location
- Group cards into authorization profiles to enforce your purchasing policies
- Create organizational units or departments to better organize cards, vehicles and drivers for reporting and management purposes (these are added during the implementation phase)

5.3.4

ExxonMobil Universal Response: Wright Express meets this requirement. Wright Express offers the flexibility of a four- or six-digit DID (aka PIN). The State can choose to have all DIDs be six-digits. There will be no duplicate DIDs within client code, business unit, or billing code and no blanket DIDs.

5.3.5

ExxonMobil Universal Response: Wright Express meets this requirement. Through permission setting, certain users can be denied access to PIN information.

5.3.6

ExxonMobil Universal Response: Wright Express, the issuer of the ExxonMobil Universal card, is currently meeting this requirement as your fuel card provider through a relationship with ARI.

5.4 Delivery

ExxonMobil Universal Response: ExxonMobil Universal meets this requirement. ExxonMobil Universal has its own card production facility, allowing us to mail out new or replacement cards the day the order is placed if that order is received by 3:30 p.m. Eastern.

5.5 Payment and Invoicing

5.5.1

ExxonMobil Universal Response: ExxonMobil Universal meets this requirement. Wright Express accepts payment by ACH, check, direct debit or through ExxonMobil Universal Online®.

5.5.2

ExxonMobil Universal Response: ExxonMobil Universal meets this requirement. We can provide up to nine levels of hierarchy to supporting the State's billing and reporting needs.

5.5.3, 5.5.3.1, 5.5.3.2

ExxonMobil Universal Response: ExxonMobil Universal meets these requirements as follows based on tax laws:



Tax Exemption, Recovery & Reporting Program

Federal Gasoline and Diesel Excise Tax-Exempt Program

Wright Express will invoice you net of all Federal excise taxes on gasoline and diesel, at the transaction level, regardless of merchant participation if you are qualified as tax-exempt.

State Sales, County and Local Taxes at Participating Merchants

Wright Express currently offers eligible tax-exempt entities a comprehensive tax exemption and reporting program for applicable motor fuel transactions based on merchant participation. The program supports the following levels of tax, including:

- State Primary (Excise Tax)
- State Secondary (Sales Tax)
- State Special
- County Primary (Excise Tax)
- County Secondary (Sales Tax)
- County Special
- City Primary (Excise Tax)
- City Secondary (Sales Tax)
- City Special

Your tax-exempt reporting through ExxonMobil Universal Online[®], WEXLink[™] 2000 and the PAR (Purchase Activity Report) shows:

- Exempted Tax, at the transaction level
- Reported Tax, at the transaction level
- Summary of tax types by product for both exempted and reported transactions (available on the paper PAR only)

State Sales Tax and County Tax at Non-Participating Merchants

For fueling transactions with those fuel marketers who do not participate in the Wright Express tax-exempt program, but for which the fleet is eligible to receive tax exemption, Wright Express reports applicable taxes as “showtax.” “Showtax” transactions clearly list any transactions and tax amounts that Wright Express does not exempt so the fleet can file for exemption directly. Many fleets use their WEXLink data file to aid in the recovery of taxes that could not be excluded through the tax-exempt program.

Your reporting shows:

- Exempted tax, by transaction
- Reported tax, by transaction
- Summary of tax types by product for both exempted and reported transactions

Tax Exemption for Non-Fuel Purchases

For non-fuel transactions, merchants may provide transactional data to Wright Express net of tax on a fleet-by-fleet basis at their discretion. Your drivers must supply the merchant with proper documentation of their tax-exempt status at the point of sale. The merchant will then send the transaction to Wright Express net of tax for billing.



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Qualification

Any fleet participating in this contract will be required to complete a certification process affirming their qualification to receive the tax exemption based upon the rules and criteria set by the appropriate taxing jurisdiction.

Required Data

Tax Exemption processing requires that the merchant provide electronically to Wright Express the following data points:

- Account Number
- Account Name
- Type of Fuel
- Gallons
- Price per gallon
- Total gross sale

Please note that not all transactions may have exemptions applied to them. Wright Express is not able to exempt applicable fuel taxes on transactions that are provided with certain data elements that are missing and may be autocorrected. Taxing jurisdictions require documentation from the party providing the exemption of the type of fuel, gallons purchased and price per gallon. There are occasions where the merchant is unable to provide all the required documentation, therefore these transactions will not go through our tax processing.

However, if you provide us with a copy of the actual sales receipt we would be able to repost these transactions and apply the applicable exemptions.

5.6 Uninterrupted Fuel Service

ExxonMobil Universal Response: ExxonMobil Universal meets this requirement. Temporary cards can be held at each location and can be put in a suspended state in our system. When needed, a designated West Virginia user can activate the cards in real time using our online system, ExxonMobil Universal Online®.

5.7 Reporting

ExxonMobil Universal Response: ExxonMobil Universal meets this requirement. The **Account Review** document is shared at your account review meeting with your Relationship Manager and consists of 16 pages of data. The report is also available for retrieval on ExxonMobil Universal Online each month. The data is a rolling 13-month review of data consisting of the following reports: Portfolio summary, spend report, gallon report, fuel type usage snapshot, premium fuel gasoline spend, non-fuel spend snapshot, average price per gallon (gas and diesel), transaction report, activation report, brand report (gasoline, diesel and maintenance). If additional reporting is required, ExxonMobil Universal will work with the fleet to build reporting documents that provide actionable data to manage their fuel program.



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5.8 Support

ExxonMobil Universal Response: ExxonMobil Universal meets this requirement. Your Premium Fleet Services Account Manager is the primary day-to-day contact for your fleet managers. He or she generally ensures that the program is working smoothly and also expedites all problems to their quickest resolution so that the fleet experiences minimal disruption. Premium Fleet Services Account Managers help create reporting that may not be easily accessible to the Fleet Managers. It is Premium Fleet Services Account Managers' goal that the Fleet Managers have the necessary data to manage their fleets. PFS Managers are based in South Portland, Maine and can be reached toll-free at 800-950-6157 between the hours of 8 a.m. and 5 p.m. Eastern time.

The ExxonMobil Universal Customer Service Department, located at Wright Express headquarters in South Portland, Maine, is available 24 hours a day, 7 days a week, and is staffed with over 100 service representatives and supervisors. The Customer Service Department is always available to handle questions about the ExxonMobil Universal card from fleet managers or drivers, and to help station attendant's process transactions.

The toll-free number is prominently displayed on the back of the ExxonMobil Universal card and in the charge card manual at all stations.

In addition to assisting fleet managers and drivers with their questions regarding the ExxonMobil Universal Card, Customer Service Representatives are also trained to handle questions regarding account billing and reporting.

FLT12016 COST SHEET

	Unit Cost (Per Month)	Estimated Quantity	Monthly Cost	# of Months	Annual Cost
Domestic Fuel-Only Card		10,000	\$0.00	12	\$0.00
International Fuel-Only Card		100	\$0.00	12	\$0.00
SUBTOTAL:					\$0.00
	Basis point	Multiplier	Estimated Monthly Retail Transactions	# of Months	Total Annual Volume Rebate
Domestic Volume Rebate	50	0.0001	\$1,000,000.00	12	\$60,000.00
International Volume Rebate		0.0001	\$1,000.00	12	\$0.00
SUBTOTAL:					\$60,000.00

TOTAL: \$60,000.00

Notes:

1.) The quantities provided are for bid evaluation purposes only. Actual quantities may be more or less at the discretion of the Agency.



State of West Virginia Financial Incentives

Subject to the express conditions below, we will issue a monthly rebate (the "Rebate") of **Fifty basis points (0.50%)**.

Conditions

The Rebate set forth herein is expressly conditioned on the following: (1) monthly billing; (2) electronic reporting; and (3) payment in full within 30 calendar days of the billing date appearing on your invoice.

Calculation

We shall commence calculating the Volume Rebate as of the first day of the first billing cycle after an agreement becomes effective. The Rebate will be calculated by determining the number of Cards issued to establish the applicable Rebate Percentage. The Rebate Percentage is multiplied by the total dollar amount of Monthly Retail Transactions to determine the Volume Rebate.

Payment

Rebates for international transactions shall be paid at a rate of 50% of the applicable Rebate Percentage. Rebates shall be paid to you monthly in arrears.

Definitions

"Monthly Retail Transactions" shall mean the total amount of all purchases made using Cards at retail locations that appear on invoices provided to you in a calendar month. Monthly Retail Transactions shall not include: (i) those amounts representing credits, disputed items, fees, late fees or charges posted to your accounts (such as returned check fees, collection costs, administrative fees and reporting fees), (ii) fuel purchased at Tier 1 Truck Stop locations (currently Flying J, Loves, Petro, Pilot and TA), or (iii) any amounts posted to an account with respect to which a Card has been reported lost or stolen.

Additional Rebates / Incentives

ExxonMobil offers the State of West Virginia a savings of \$0.05 off the posted retail price-per-gallon at all Exxon and Mobil branded fueling locations used by the State of West Virginia in the United States. There are approximately 186 Exxon and Mobil branded locations within the State of West Virginia. This monthly rebate is issued as a credit on the monthly invoice.

Also, 29 Par Mar Oil locations are offering \$0.02 off the posted retail price for fuel purchases made with the ExxonMobil Universal Card. Little General Store (82 sites), One Stop (50 locations) and DiFazio Oil (nine locations) are offering \$0.01 off the posted retail price for fuel purchases made with the ExxonMobil Universal Card.

Please see the attached list of locations. Merchant rebates are subject to change.



Payment and Fees

Purchases are due and payable in full upon billing. Late fees will be assessed in accordance with the State's Prompt Payment Act.

Wright Express/ExxonMobil Universal Fleet Card Fee Schedule

Service	Fee
Account Set-Up Fee	WAIVED
Monthly Card Charge	WAIVED
Replacement Card Charge	WAIVED
WEXOnline®	WAIVED
WEXLink®	WAIVED
Regular mail fee	\$0.00
Expedited Shipping Fee	Cost varies**
General Research Fee*	\$15.00 per hour
Returned Payment Fee*	\$35.00
Reproduced Report Fee*	\$25.00 per request
International currency conversion fee	1% of total transaction value

Fees or Charges for Additional Products or Features is Available Upon Request.

**These fees are only incurred upon your request or the occurrence of a returned item.*

***The expedited shipping fee varies based on the options chosen.*

MasterCard® Rebate

Based on the estimated spend of \$1,000 per month, Wright Express cannot currently offer a rebate on international fuel spend on our MasterCard® program. However, should the State of West Virginia reach \$1,000,000 in spend on our MasterCard®, Wright Express would offer a rebate of 25 basis points (0.25%).

Additional Terms and Conditions

As a bank extending credit, Wright Express has included Additional Terms and Conditions for the State's review.

We are willing to extend the products and services described herein to additional entities located in the State such as departments, bureaus, agencies, quasi-governmental agencies, public universities, and political subdivisions such as cities, towns and municipalities (the "Participating Entities"). Please see the attached Combined Credit Application and Participation Addendum.



Rebate Example and Estimate

The example below is for estimating the potential benefit State of West Virginia may realize through the implementation of the ExxonMobil Universal program. The following assumptions were used:

- Average price per gallon = \$3.40
- 35% of all fuel is purchased at Exxon and Mobil branded retail locations
- 20% of all fuel is purchased at Exxon and Mobil branded retail locations offering additional site-based discounts
 - 29 locations offering additional \$.02/gallon
 - 140 locations offering additional \$.01/gallon

ExxonMobil Universal	
Incentive Estimate - St of WV	
12.15.11	
Forecasted XOM Vol per MO	200,000
Est PPG	\$ 3.40
MO Fuel Cost	\$ 680,000.00
WEX Rebate	0.50%
ExxonMobil cpg rebate	\$ 0.05
Retailer cpg rebate	\$ 0.01
Estimated ExxonMobil Volume	35%
Estimated Retailer Volume	20%
Monthly Rebates	
Est WEX rebate	\$ 3,400.00
Est ExxonMobil rebate	\$ 3,500.00
Est Retailer rebate	\$ 400.00
Total Monthly Rebate	\$ 7,300.00
Est annual fuel expense	\$ 8,160,000.00
Est annual rebate	\$ 87,600.00
Est annual bp savings	1.07%
○ Est cpg rebate	\$ 0.037

Little General Store, Inc

10/13/2011

Little General (BP) 2000
414 Guyandotte Ave.
Mullens, WV 25882
304-294-4153
MGR: Kelly Osborne
Subway

Little General (E) 2015
402 Jones & Main St.
Oak Hill, WV 25901
304-469-3252
MGR: Kristina Jefferies

Little General (E) 2030
35 Davis Street
Fayetteville, WV 25840
574-6901
MGR: Rhonda (Chris) Mitchell
Subway/Godfathers

Little General (E) 2045
1428 Robert C. Byrd Drive
Box 975
Crab Orchard, WV 25827
304-255-2407
MGR: Jim Meadows
Subway

Little General (BP) 2060
Rt. 39 & 219
1 Seneca Trail
Marlinton, WV 24954
304-799-4674
MGR: Mat Morrard
Subway/Godfathers

Little General (BP) 2075
3604 Robert C. Byrd Dr.
P.O. Box 1581
Beckley, WV 25802
304-252-8387
MGR: Helen Lilly
Subway

Little General (BP) 2090
4891 Midland Trail, West
P.O. Box 19
Charmco, WV 25958
304-438-5484
MGR: Mary Willis
Taco Bell

Little General (M) 2105
Rt. 219
HC 81 Box 76
Lewisburg, WV 24901
304-645-6861
MGR: Teresa Anderson
Godfathers/Sams

Little General# 2120
Rt. 219, S. Seneca Trail
Fairlea, WV 24902
304-645-6619
MGR: Joyce Anderson

Little General (BP) 2150
Rt. 12
Box 424 Alta Dr.
Alderson, WV 24910
304-445-7161
MGR: Gerlene Sims
KK Chick/Godfathers/Sams

Little General (BP) 2165
2109 Ritter Drive
PO Box 1077
Daniels, WV
304-763-4117
MGR: Debbie Richmond

Little General (BP) 2180
762 Ritter Drive
Box 149A
Beaver, WV 25813
304-255-5074
MGR: Tammy Hensley

Little General (BP) 2210
Mountain Ave. & Main St.
White Sulphur Springs, WV 24986
304-536-4019
MGR: Susanna Haynes
Godfathers

Little General (BP) 2225
1000 Oakvale Road
Princeton, WV 24740
304-425-8181
MGR: Tamela Hutchens
Arbys

Little General (BP) 2240
918 Stafford Drive
P.O. Box 226
Princeton, WV 24740
304-425-2509
MGR: Karen Semonco

Little General (BP) 2255
Rt. 20 Athens Road
ASR Box 123
Princeton, WV 24740
304-425-6630
MGR: Tamara Kline
Godfathers

Little General (BP) 2270
2046 Harper Road
Beckley, WV 25801
304-253-9619
MGR: Jennifer Brooks
Subway/Sams

Little General # 2315
622 Johnstown Road
Beckley, WV 25801
304-894-8920
MGR: Kenny Richmond

Little General (BP) 2345
450 Stanaford Road
Box 68
Stanaford, WV 25927
304-255-6731
MGR: Rachel Lawrence

Little General (S) #2350
468 Stanaford Rd.
Stanaford, WV 25927
304-252-6055
MGR: Rachel Lawrence

Little General (E) 2360
7006 Harper Road
P.O. BOX 160
Glen Daniel, WV 25844
304-934-6636
MGR:
Subway/Godfathers

Little General (M) 2365
5783 Coal River Rd.
Rock Creek, WV 25174
304-854-2138
MGR: Sheila Hatfield

Little General (BP) 2375
2001 Robert C. Byrd Dr.
P.O. Box 435
MacArthur, WV 25873
304-255-2676
MGR: Barbra Fulco
Subway/Godfathers

Little General 505 (BP) 2390
404 3rd Avenue
P.O. Box 1192
Beckley, WV 25801
304-252-0765
MGR: Jamie Jarvis

Little General (M) 2405
US Rt. 60
P.O. Box 549
Ansted, WV 25812
304-658-4954
MGR: Donna Giles

Little General (S) #2410
Rt.60
PO Box 386
Ansted, WV 25812
304-658-4233 Hico
MGR: Tina Davis

Little General (E) 2420
Rt. 19
HC 84 Box 500
Glen Jean, WV 25846
304-469-3222
MGR: Robert Hansord
Subway/Godfathers

Little General (E) 2435
5466 Robert C. Byrd Dr.
P.O. Box 389
Bradley, WV 25818-0389
304-253-5548
MGR: Vannie McKinney
Subway/ Godfather's

Little General (S) #2440
14274 Webster Road
Calvin, WV 26660
304-742-5354
MGR: Tena Cable

Little General (BP) 2450
US Rt. 19 West Webster Rd.
Summersville, WV 26651
304-872-7188
MGR: Betty Myers
Arbys

Little General (E) #2455
PO Box 377
130 Powells Creek Rd.
Birch river, WV 26610
304-649-5206
MGR: Ari Davis
Subway

Little General (S) #2460
4853 Old Turnpike Rd.
PO Box 73
Little Birch, WV 26629
304-765-3545
MGR: Rodney Rose

Little General (E) #2480
4223 Robert C. Byrd Dr.
Beckley, WV 25801
304-254-8733
MGR: Regina Terry
Steak Escape

Little General (M) 2495
125 Odd Rd. / Fiat Top
P.O. Box 101
Ghent, WV 25843
304-787-3155
MGR: Beverly Farrish
Subway

Little General (BP) 3000
3133 Robert C. Byrd Dr
Beckley, WV 25801
304-255-0947
MGR: Danny Pinson
Sams

Little General (BP) #3015
202 S. Eisenhower Dr.
Beckley, WV 25801
304-255-2093
MGR: Terry Rash

Little General (BP) #3030
602 E. Main St.
Oak Hill, WV 25901
304-465-8244
MGR:

Little General Store(M) 3045
112 Virginia Ave
P.O. Box 67
Smithers, WV 25186
304-442-4171
MGR: Kayla Buckley
Subway/Taco Bell

Little General Store(S) 3060
Rt. 60
P.O. Box 803
Gauley Bridge, WV 25085
304-632-1593
MGR: Jennifer Bird
Subway/Sams

Little General Store 3075 (JB)
Rt. 16
P.O. Box 39
Lizemores, WV 25125
304-587-4041
MGR: Tanya Jones
Godfathers

Little General (E) #4000
Rt.3 E. 21193 Coal River Rd.
Comfort, WV 25049
P.O. Box 158
304-837-3165
MGR: Deborah Santonia
Subway/Godfathers

Little General #4015
Alum Creek Grocery Store
571 Midway Road
Alum Creek, WV 25003
304-756-2828
MGR: Susie Elkins

Little General (E) #4030
100 Airport Road
Chapmanville, WV 25508
Rt. 2 Box 17
304-855-3055
MGR: Carolyn Kirk
Burger King

Little General (E) # 4035
1062 McClellan Highway
PO Box 190
Harts, WV 25524
304-310-1161
MGR: Christina Browning
Subway/Godfathers

Little General (E) #4045
3rd. St. & Smoot Ave.
PO Box 510
Danville, WV 25053
304-369-0422
MGR: Sherry Police
Sams

Little General (E) #4050
30 Ramsey Rd. & US Rt119S
Suite A-30
PO Box 258
Danville, WV 25053
304-369-1079 Danville #2
MGR: Bobbie Boyd
Custard Stand

Little General #4055 (S)
4065 Buffalo Creek Rd.
PO Box 169
Amherstdale, WV 25607
304-583-9847
MGR: Lynetta Moody

Little General (E) #4060
Rt.10 Water & Dingess St.
PO Box 1918
Logan, WV 25601
304-752-8805
MGR: Linda Pridemore
Steak Escape/Sams

Little General #4065
State Rt. 44 &
Sandy Bottom Rd.
PO Box 640
Omar, WV 25638
304-946-2832
MGR: Paula Kirk

Little General #4070
Box 4,319 George Kostas Dr.
Logan, WV 25601
304-752-9040
MGR: Elaine Porter

Little General (E) #4075
403 Midway Road
Rt.1 Box 165K
Alum Creek, WV 25003
304-756-2099
MGR: Jennifer Baire
Godfathers/Sams

Little General (E) #4090
10410 MacCorkle Avenue
Marmet, WV 25315
304-949-4628
MGR: Sue Casto
Subway

Little General #4095
4008 Malden Dr.
Charleston WV 25306
304-925-7847
MGR: Kathleen Webb

Little General (S) #4100
9509 McCorkle Ave.
PO Box 15277
Charleston, WV 25365
304-949-3434 Marmet 2
MGR: Jessica White

Little General (BP) # 4105
335 Call Road Tupper's Creek
Charleston, WV 25312
304-984-0102
MGR: Lisa Haynes
Subway

Little General (BP) #4120
7723 Sissonville Dr.
PO Box 13457
Charleston, WV 25320
304-988-9848
MGR: Darrell Phillips

Little General(BP) #4135
4097 Indian Creek Road
Elkview, WV 25071
P.O. Box 249
(304)965-2200 Pinch
MGR: Barbara Wolfe
KK Chick/Sams

Little General (BP) #4150
301 Pennsylvania Ave.
Charleston, WV 25302
(304)720-1994
MGR: Aaron Barker
Sams

Little General (E) #4200
344 Main St.
PO Box 144
Spencer, WV 25276
304-927-1155
MGR: Veronica Harris-Powell

Little General (E) #4215
1309 Spencer Road
Ripley, WV 25271
304-372-8979
MGR: Jean Keaton

Little General (E) 5000
2634 Rt. 60 & Fudges Ck Rd
Ona, WV 25545
304-743-8072
MGR: David Hitchcock
Godfathers

Little General (BP) # 5015
Rt. 35 & Elm Street
P.O. Box 552
Winfield, WV 25213
304-586-3901
MGR: Lolita Liverman

Little General (E) 5030
Lot 107 Crossings Mall
Elkview, WV 25071
304-965-3651
MGR: Dwayne Rhodes
Arbys

Little General (BP) 5045
2271 US Rt. 60 West
Milton, WV 25541
304-743-1136
MGR: Teresa Clagg

Little General (BP) 5060
3498 US Rt. 60 East
Barboursville, WV 25504
304-733-2805
MGR: Dana Smith
KK Chick/Sams

Little General #5065
Mall Rd. Liquor
3496 US Rt. 60 East
Barboursville, WV 25504
304-302-0523
MGR: Branson Barkey

Little General (E) 5075
5877 Davis Creek Road
Barboursville, WV 25504
304-736-4600
MGR: Julie Hall

Little General (E) 5090
3899 Rt. 75
Huntington, WV 25704-9804
304-522-6019
MGR: Danny Roberts
Taco Bell

Little General (BP) 5105
4220 State Route 34
Hurricane, WV 25526
304-757-3098
MGR: April Barker
Arbys

Little General 5120 (BP)
US 119 & St Rt. 85
P.O. Box 1120
Danville, WV 25053
304-369-5626
MGR: Debbie McNeely

Little General 5135 (BP)
St.Rt. Whites Shopping Ctr.
P.O. Box 639
Hamlin, WV 25523
304-824-5601
MGR: Jennifer Forzetting

Little General 5150 (E)
P.O. Box 72
2351 Spruce River Road
Clothier, WV 25047
304-369-5965
MGR: Danny Powell

Little General 5165 (E)
501 Lincoln Ave.
P.O. Box 187
Madison, WV 25130
304-369-6361
MGR: Robbie Brown

Little General 5180 (E)
St. Rt. 85
P.O. Box 759
Uneeda, WV 25205
304-369-6594
MGR.

Little General 5195 (E)
St. Rt. 85/Bald Knob
Box 119
Wharton, WV 25208
304-247-6526
MGR: Melissa Workman

Little General 5210 (E)
St. Rt. 971
P.O. Box 1449
Oceana, WV 24870
304-682-5720
MGR: Judy Arnold
Taco Bell

Little General (S)# 5215
Rt.10 N. 960 Cook Parkway
PO Box 587
Oceana, WV 24870
304-682-5217
MGR:Lona Mayhorn

Little General 5225 (E)
St. Rt. 85
P.O. Box 270
Van, WV 25206
304-245-8446
MGR: Debbie Ferrell

Little General (BP) #5285
2001 Sutton Lane
Sutton, WV 26601
304-750-2080
MGR: Linda Thomas
Arbys

Little General (S) #5290
15 Woodward Dr.
Sutton, WV 26601
304-765-7922
MGR:Kim Craft

Little General (S) #5295
270 Scotts Fork/Bonnie Rd.
Sutton, WV 26601
304-765-7586
MGR:Caroyln Hacker

Little General Store (E)5300
153 5th Street
P.O. Box 405
Burnsville, WV 26335
304-853-2920
MGR:Jessica Brady

Little General (E) #5320
595 US Highway 33 E., Suite A
Weston, WV 26452
304-997-8567
MGR:Anne Montgomery
Arbys

Little General #5330
1221 Johnson Ave. Suite 700
Bridgeport, WV 26330
304-848-2148
MGR:Loretta Swiger

Little General (E) # 5400
Rt.80
1586 Mountaineer Highway
PO Box 10
Bradshaw, WV 24817
304-967-7212
MGR: Marsha Stacey
Subway/Godfathers

Little General (BP) 1000
2304 Second Street
Richlands, VA 24641
276-964-2453
MGR: Mary Perkins

Little General (UB) 1030
Rt. 67
Box 267
Swords Creek, VA 24649
276-991-0015
MRG: Kim Hubbard

Subway 2800
1044 N. Eisenhower Dr.
Beckley, WV 25801
304-253-3448
MGR: Teresa Maddy

Subway 2815
200 N. Main St.
Webster Spring, WV 26288
304-847-7306
MGR:Melody Rose

Subway 2820
2055 5th Ave.
Huntington, WV 25703
304-522-2345
MGR: Robin Fuller

Subway 2835 (MacArthur WM)
1881 Robert C. Byrd Dr.
MacArthur, WV 25873
304-253-3045
MGR: Elizabeth Eddinger

Subway 2850 (Princeton)
109 Courthouse Rd.
PO Box 6022
Princeton, WV 24740
304-425-8480
MGR: Devon Farmer

Subway 2855 (Fayetteville WM)
PO Box 102
Fayetteville, WV 25840
304-574-3525
MGR: Kelly Haywood

Subway 2865 (College Ave.)
2113 College Ave.
Bluefield, VA 24605
276-322-3318
MGR: Ersie Frost

Subway 2880(Blfd.WalMart)
4001 College Ave.
Bluefield, VA 24605
276-322-3318
MGR: Mina Gray

79'ers Resturant 5315
153 5th St.
PO Box 405
Burnsville, WV 26335
304-853-2389
MGR: Bessie Heater

Burger King 7020
4036 Robert C. Byrd Dr.
Beckley, WV 25801
304-255-6065
MGR:Melanie Wiley

Burger King 7025
219 Mall Rd.
Oak Hill, WV 25901
304-469-1060
MGR:Brenda Criss

Burger King 7030
327 Ingleside Rd.
Princeton, WV 24740
304-487-9839
MGR:Kati Arredondo

Burger King 7035
Rt.52 Airport Square
Bluefield, WV 24701
304-325-9001
MGR:James Hamilton

Burger King 7040
100 Sanders Ln.
Bluefield, VA 24605
276-322-1112
MGR:Kelly Bradley

Convenience Stores 87 - 15 Stand a lone BFS

Sub 28
Bul gs 7
Taco Bell 4
Arbys 6
Godfathers 16
Sams 9
KK Chicken 3
Steak Escape 2
Full Service Restaurant 1
Arbys 6
Godfathers 15
Sams 9
KK Chicken 3
Steak Escape 2
Full Service Restaurant 1



Revised: One Stop Facility List - (September 19, 2011)
 Mailing Address: 500 River East Drive, Belle, WV 25015
 Telephone: (304) 926-3002
 Fax: (304) 926-3008

Name	Title	Ext.	Centrex	Cell
One Stop Corporate Office		926-3002	0201	
Stop Fax		926-3008	0203	
Stop Payroll Fax		720-5160	0204	
Voice Mail			0201	
Michael R. Graney	President	2133	7133	
Kim Dunlap	Executive Assistant	2132	7132	741.5684
Joe Crook	VP Operations	2134	7134	389.4172
Dave Henzler	Area Supervisor	2136	7136	993.5091
Brenda Adkins	Area Supervisor	2135	7135	993.2270
Jim Riffle	Area Supervisor	2137	7137	993.0800
Amy Cline	Area Supervisor	2130	7130	993.5087
Marie Martin	Auditor/Manager/Supervisor	2136	7136	993.6574
Royce Caldwell	Food Service Supervisor	2131	7131	993.6578
Tammi Engels	Pricebook Coordinator	2125	7125	
Greg Savilla	Pricebook	2118	7118	
Lynn Green	Controller	2108	7108	
Eric Engels	Controller	2153	7153	
Susan Snodgrass	Sales	2157	7157	
Toni Risk	Sales	2170	7170	
Anita May	Retail Accounting	2164	7164	
Becki Bess	Payroll	2122	7122	
Brandon Schidle	MIS	2178	7178	382.4461
Jackie McCauley	Supervisor, Maintenance	256-3023	3307	

Group Voice Mail Boxes		
4419	One Stop Stores	All Stores
4425	Good News	
4428	One Stop Management	
4420	Brenda Adkins	
4421	Dave Henzler	
4422	Jim Riffle	
4429	Royce Caldwell	
4430	Amy Cline	

Location	Address	Manager	Email Address	Store Hours	Telephone #	Centrex	Centrex from River East	Voice Mail #	Facility #	Stedd	Supervisor
OSI, L.L.C. dba One Stop FEIN: 55-0720482											
One Stop 101 Exxon	512 MacCorkle Avenue South Charleston, WV 25303	Wayne Davis	onestop101@tustakesonestop.com	24 hours	744-2419 744-2481 (data)	1011	80-1011	2210	84771 SAP - 2210319 Imprinter - 4785739	A	Brenda Adkins
One Stop 104 One Stop Brand	2211 Pike Street Parkersburg, WV 26101 No centrex outbound	Benj Red n	onestop104@tustakesonestop.com	6-11/Mon-Thurs 6-12/Fri-Sat 7-11/Sun	428-8600 865-4332 (data)	1041	80-1041	2213		C	Jim Riffle
One Stop 106 One Stop Brand	3600 Emerson Avenue Parkersburg, WV 26101	Jan Duckworth	onestop106@tustakesonestop.com	6-12/Mon-Thurs 6-27/Fri-Sat	428-2117 865-4333 (data)	1061	80-1061	2215		B	Jim Riffle
One Stop 107 Marathon	43 Middlebrook Drive, Suite A Foster, WV 25061	Jennifer Harper	onestop107@tustakesonestop.com	6-10/Mon-Thurs 6-11/Fri-Sat 7-9/Sun	369-3589 831-2098 (data)	1071	80-1071	2216	124727	B	Dave Henzler
One Stop 108 Exxon	269 N. Eisenhower Drive Beckley, WV 25801	Sandy Birchfield	onestop108@tustakesonestop.com	6-Midnight/Mon-Sat 7-Midnight/Sun	256-3015 256-3007 (data)	1081	80-1081	217	0-9064 SAP - 2063663 Imprinter - 4748091	A	Brenda Adkins
One Stop 109 Exxon	2541 Mountaineer Blvd South Charleston, WV 25309	Dot Keeney	onestop109@tustakesonestop.com	24 hours	744-2654 744-2436 (data) 744-3994 (data)	1091	80-1091	2218	84775 SAP - 2210357 Imprinter - 4785713	A	Amy Cline
One Stop 110 Exxon	305 Justice Avenue Logan, WV 25601	Sandy Stout	onestop110@tustakesonestop.com	6-Midnight/Mon-Sat 7:30-10/Sun	752-2505 831-2097 (data)	1101	80-1101	2219	84773 SAP - 2210321 Imprinter - 4785705	A	Dave Henzler
One Stop 115 Exxon	4928 MacCorkle Avenue Charleston, WV 25304	Nancy Bowe	onestop115@tustakesonestop.com	6-11/Mon-Sat 7:30-11/Sun	926-3021 926-3022 (data)	1151	80-1151	2224	0-8869 SAP - 2069520 Imprinter - 4728010	C	Amy Cline
One Stop 126 One Stop Brand	302 South Sewell Street Rainelle, WV 25962 No centrex outbound	Dixie Bennett	onestop126@tustakesonestop.com	6-10/Mon-Thurs 6-10/Fri-Sat 9-10/Sun	438-8863 438-3791 (data)	1261	80-1261	2241		C	Brenda Adkins
One Stop 128 Marathon	119 Indian Grave Road Turtle Creek, WV 25203	Dee Hale	onestop128@tustakesonestop.com	6-10/Mon-Thurs 6-11/Fri-Sat 9-9/Sun	369-4909 369-4911 (data)	1281	80-1281	2232	124933	C	Dave Henzler
One Stop 130 Marathon	U S Rt. 52 & St Rt. 44 Strat, WV 25645 No centrex outbound	Onaida Young	onestop130@tustakesonestop.com	4-11/Mon-Sat 9-9/Sun	946-4635 946-4271 (data)	1301	80-1301	2243	124677	B	Dave Henzler
One Stop 131 Marathon	392 Midway Road Alum Creek, WV 25003 No centrex outbound	Loretta Smith	onestop131@tustakesonestop.com	6-11/Mon-Sat 9-9/Sun	756-1000 756-1265 (data)	1311	80-1311	2244	124586	B	Amy Cline
One Stop 132 Exxon	Rt 3, Box 10 Delbarton, WV 25670 No centrex outbound	Ronnie Stafford	onestop132@tustakesonestop.com	24 Hours	475-2525 475-0642 (data)	1321	80-1321	2245	0-8868 SAP - 2069519 Imprinter - 4728002	A	Dave Henzler
OSI L.L.C., Branded Food Locations											
One Stop 112 Subway	2541 Mountaineer Blvd South Charleston, WV 25309	Bobby Jagger	onestop112@tustakesonestop.com	8-10/Mon-Sun	744-2430	1121	80-1121	2221	14854		Royce Caldwell
One Stop 120 Sub Express	4928 MacCorkle Avenue Charleston, WV 25304	Misty Harris (Asst Manager)	onestop115@tustakesonestop.com	10-7/Mon-Fri 11-5/Sat, Closed - Sun	926-3023	1201	80-1201	2224	WV011		Royce Caldwell
One Stop 124 Baskin Robbins	512 MacCorkle Avenue South Charleston, WV 25303	John Chapman	onestop124@tustakesonestop.com	10-9/Mon-Sat 12-9/Sun	744-2458	1241	80-1241	2210	PC 362389 85164		Royce Caldwell
One Stop 125 Sub Express	512 MacCorkle Avenue South Charleston, WV 25303	Jelin Chapman	onestop124@tustakesonestop.com	10-9/Mon-Sat 12-9/Sun	744-2405	1251	80-1251	2210	WV016		Royce Caldwell
One Stop 127 Baskin Robbins	4120 MacCorkle Avenue Charleston, WV 25304	Judy Nester	onestop127@tustakesonestop.com	11-9/Sun-Thurs 11-10/Fri-Sat	925-3013 925-3078	1271	80-1271	2231	PC 361682 4069		Royce Caldwell

Location	Address	Manager	Email Address	Store Hours	Telephone #	Centrex	Centrex from River East	Voice Mail #	Facility #	Stedd	Supervisor
M&J Operations, LLC dba One Stop F.L.N. #45-0493980											
One Stop 6 Marathon	12224 Coal River Road Whitesville, WV 25209	Joey Buzzard	onestop6@justtakesonestop.com	24 Hours Mon-Sun	854-2254 854-2271 (data)	0061	80-0061	2202	124594	A	Brenda Adkins
One Stop 7 Marathon	2003 East Main Street Oak Hill, WV 25901	Nancy Lilly	onestop7@justtakesonestop.com	6-10/Mon-Thurs 6-11/Fri-Sat 9-10/Sun	465-8315 465-2912 (data)	0071	80-0071	2203	124669	C	Brenda Adkins
One Stop 13 Marathon	1937 Harper Road Beckley, WV 25801	Jeanie Miller	onestop13@justtakesonestop.com	6-12/Mon-Sun	256-3008 256-3035 (data)	0131	80-0131	2206	124651	C	Brenda Adkins
One Stop 27 Marathon	184 Main Street Pocahontas, WV 25159	Cliff Ratchiff	onestop27@justtakesonestop.com	6-11/Mon-Thurs 6-12/Fri-Sat 7-10/Sun	755-5916 704-2311 (data)	0271	80-0271	2208	124560	B	Dave Henzler
One Stop 102 Exxon	501 MacCorkle Ave St Albans, WV 25177	Bridgette Young	onestop102@justtakesonestop.com	6-12/Mon-Sat 7-10-11/Sun	722-5109 722-9191 (data)	1021	80-1021	2211	0-9065 SAP - 2603664 Imprinter - 4731063	B	Amy Cline
One Stop 103 Exxon	320 Goff Mountain Road Cross Lanes, WV 25313	Vicki Perry	onestop103@justtakesonestop.com	6-Midnight/Mon-Sat 7/Midnight	776-6553 776-6976 (data)	1031	80-1031	2212	84776 SAP - 2210358 Imprinter - 4785721	B	Dave Henzler
One Stop 111 Exxon	129 Lee Street, W Charleston, WV 25302	Tammy Bess	onestop111@justtakesonestop.com	6-11/Mon-Thurs 6-12/Fri 6-11/Sat 6-10/Sun	346-4201 720-4464 (data) 720-4465 (data)	1111	80-1111	2220	0-9081 SAP - 2063404 Imprinter - 4730669	A	Jim Ruffe
One Stop 129 Marathon	1952 Edens Fork Road Charleston, WV 25312-7356	Linda Thompson	onestop129@justtakesonestop.com	6-10/Mon-Sat 8-10/Sun	342-1591 315-1586 (data)	1291	80-1291	2249	124636	B	Jim Ruffe
One Stop 133 Marathon	871 Robert C. Byrd Drive Sophia, WV 25921 No centre outbound	Cindy Perry	onestop133@justtakesonestop.com	6-10/Mon-Thurs 6-11/Fri-Sat 9-10/Sun	683-3820 683-3830 (data)	1331	80-1331	2200	124693	C	Brenda Adkins
One Stop 135 Exxon	4117 1st Avenue Nitro, WV 25143	Christine Ransom	onestop135@justtakesonestop.com	5-10-11/Mon-Thurs 5-10-12/Fri-Sat 6-10-11/Sun	755-7046 755-3702 (data)	1351	80-1351	2236	0-8164 SAP 2116927 Imprinter 4763827	C	Dave Henzler
One Stop 501 Marathon	501 Eight Street Huntington, WV 25701	Sandra Farley	onestop501@justtakesonestop.com	6-10-10/Mon-Thurs 6-10-10/Fri-Sat 9-10/Sun	523-6400 523-6197 (data)	5011	80-5011	2251	124701	C	Dave Henzler
One Stop #507 Marathon	709 MacCorkle Avenue South Charleston, WV 25303	Carmie Kelley	onestop507@justtakesonestop.com	6-Midnight/Mon-Sat 7-Midnight/Sun	744-8233 744-4437 (data)	5071	80-5071	2257	124528	C	Brenda Adkins
One Stop #508 Exxon	1639 Washington Street E Charleston, WV 25311	T C Clute	onestop508@justtakesonestop.com	6-11/Mon-Sat 8-11/Sun	344-9491 343-5076 (data)	5081	80-5081	2258	0-8147 SAP 2063652 Imprinter 4590170	A	Amy Cline
One Stop #509 Exxon	2005 Harper Road Beckley, WV 25802	Twaney Lucas	onestop509@justtakesonestop.com	6-11 Mon -Sat 7-11 Sun	255-9283 253-4598 (data)	5091	80-5091	2259	0-8141 SAP 2063641 Imprinter 4590113	C	Brenda Adkins
One Stop #510 Marathon	750 Oakvale Road Princeton, WV 24740 Centrex is not available	Bridget Shorter	onestop510@justtakesonestop.com	24 hours	483-3048 425-1792 (data)	NA	NA	2260	0-8142 SAP 2063642 Imprinter 4590121	C	Brenda Adkins
One Stop #512 Exxon	171 Barnett Run Road Bridgeport, WV 26330	Harry Owens	onestop512@justtakesonestop.com	5-11/Mon-Friday 6-11/Sat 7-11/Sun	842-5862 842-2856 (data)	5121	80-5121	2262	0-8143 SAP 2063643 Imprinter 4590139	C	Jim Ruffe
One Stop #513 Exxon	991 Fairmont Road Morgantown, WV 26501 No centre outbound	Jason Nicholson	onestop513@justtakesonestop.com	6-10/Mon-Sun	292-1425 292-2610 (data)	5131 5132	80-5131	2263	0-8144 SAP 2063645 Imprinter 4590154	C	Jim Ruffe
One Stop #514 Exxon	1402 Kanawha Blvd W Charleston, WV 25302	Joey Quinn	onestop514@justtakesonestop.com	6-Midnight/Mon-Sat 7-10/Sun	342-6893 343-5709 (data)	5141	80-5141	2264	0-8145 SAP #2063645 Imprinter 4590154	B	Jim Ruffe
One Stop #516 Exxon	1413 U.S. Rt 60 East Huntington, WV 25705	Steven Meredith	onestop516@justtakesonestop.com	6-10/Mon-Thurs 6-11/Fri-Sat 7-10/Sun	522-3110 522-1692 (data)	5161	80-5161	2266	0-8126 SAP #2067454 Imprinter 4590212	C	Dave Henzler
One Stop #517 Exxon	81 RHL Boulevard South Charleston, WV 25309	Tina Huffman	onestop517@justtakesonestop.com	6-11/Mon-Thurs 6-12/Fri-Sat 7-11/Sun	746-4602 746-4648 (data)	5171	80-5171	2267	0-8566 SAP #2063661 Imprinter 4724795	A	Amy Cline
One Stop #520 Exxon	Rt 34, Box 37 Kenna, WV 25248 No centre outbound	Brenda Wentz	onestop520@justtakesonestop.com	6-10/Mon-Sun	372-4781 372-4194 (data)	5201	80-5201	2270	0-8136 SAP #2063416 Imprinter 4731378	B	Jim Ruffe
One Stop #522 Exxon	289 Oakwood Road Charleston, WV 25314	Learn Blankenship	onestop522@justtakesonestop.com	6-12/Mon-Sun	342-8223 347-1040 (data)	5221	80-5221	2272	0-8131 SAP 2065611 Imprinter 4753299	A	Amy Cline
One Stop #523 Exxon	4512 Pennsylvania Avenue Charleston, WV 25302 No centre outbound	Debbie Swift	onestop523@justtakesonestop.com	6-10-9/Mon-Fri 7-9/Sat 10-7/Sun	965-0850 965-1897 (data)	5231	80-5231	2272	0-8139 SAP 2114512 Imprinter 4762308	C	Amy Cline
One Stop #530 Exxon	5158 Route 60 East Huntington, WV 25705	Lauraetta Perdue	onestop530@justtakesonestop.com	6-11/Mon-Sat 7-11/Sun	736-4540 733-2728 (data)	5301	80-5301	2280	0-8137 SAP #2066133 Imprinter 4202453	C	Dave Henzler
One Stop #531 Exxon	191 Ambrose Lane Princeton, WV 24740	John Vaught	onestop531@justtakesonestop.com	6-Midnight/Mon-Sun	425-6322 425-4425 (data)	NA	NA	2281	84772 SAP - 2210320 Imprinter - 4785697	C	Brenda Adkins
One Stop #532 Exxon	I-64 & Route 13 Milton, WV 25541	Nancy Bryan	onestop532@justtakesonestop.com	5-10-11/Sun-Thurs 5-10-11/Fri-Sat	743-5571 743-0358 (data)	5321	NA	2282	0-8138 SAP 2059927	C	Dave Henzler
One Stop #533 Shell	1932 Ritter Drive Daniels, WV 25832	Sandra Flannoy	onestop533@justtakesonestop.com	5-11/Mon-Thurs 5-Midnight/Fri 6-Midnight/Sat 7-11/Sunday	763-5113			2283		B	Brenda Adkins
One Stop 534 One Stop Brand	15 Ashford Hill Road Ashford, WV 25609	Diana Walker	onestop534@justtakesonestop.com	9-9-Sun-Sat	816-5177		NA	2284		B	Amy Cline
One Stop 535 Marathon	7716 Jerry West Highway Omar, WV 25638	Tommy Dotson	onestop535@justtakesonestop.com	6-9/Mon-Fri 7-9/Sat 8-8/Sun	946-4433		NA	2285	135632	C	Dave Henzler
M&J, LLC Branded Food Locations											
One Stop #136 Sub Express	129 Leo Street, W Charleston, WV 25304		onestop111@justtakesonestop.com	10-7/Mon-Sat Closed on Sun	346-4487	1361	80-1361	2271	WV026		Royce Caldwell
One Stop #138 Remans	1639 Washington Street E Charleston, WV 25311	Maria Mazza	onestop138@justtakesonestop.com	10-7/Mon-Sat Closed on Sun	720 0860 720 0861 - fax	1381	80-1381				Royce Caldwell
One Stop #139 Remans	1639 Washington Street E Charleston, WV 25311	Maria Mazza	onestop139@justtakesonestop.com	10-7/Mon-Sat Closed on Sun	720 0860 720 0861 - fax	1381	80-1381				Royce Caldwell

Par Mar Store #	Address	City	State	Zip	Phone	BRAND
3	2301 Pike Street	Parkersburg	WV	26101	304-485-8211	BP
8	Rt. 1, Box 163K	Middlebourne	WV	26149	304-758-4862	Exxon
9	515 Washington Street	Ravenswood	WV	26164	304-273-5050	Exxon
10	701 Chelsea Street	Sistersville	WV	26175	304-652-2250	BP
12	4419 Emerson Avenue	Parkersburg	WV	26101	304-428-7664	BP
15	3890 Teays Valley Road	Hurricane	WV	25526	304-757-9707	BP
16	2328 Kanawha Terrace	St. Albans	WV	25177	304-727-3518	BP
17	2665 Main Street	Hurricane	WV	25526	304-562-9801	BP
18	720 Division Street	Parkersburg	WV	26101	304-422-1014	Shell
19	710 Rayon Drive	Parkersburg	WV	26101	304-422-7757	BP
20	7023 Grand Central Avenue	Parkersburg	WV	26105	304-295-7686	BP
21	820 Main Street	Harrisvile	WV	26362	304-643-4994	BP
22	2219 Kingmont Road	Pleasant Valley	WV	26554	304-366-4444	Shell
23	200 Old East Grafton Road	Fairmont	WV	26554	304-363-6666	Shell
24	200 Greenbriar Plaza	Fairmont	WV	26554	304-363-4444	BP
25	1345 University Avenue	Morgantown	WV	26505	304-292-8332	Shell
26	432 Beechurst Avenue	Morgantown	WV	26505	304-296-1000	BP
27	459 McCorkle Avenue	St. Albans	WV	25177	304-722-4020	Shell
28	1001 Oak Street	Kenova	WV	25530	304-453-3042	Shell
29	27 Mountaineer Drive	Franklin	WV	26807	304-358-2222	Exxon
30	105 East 33	Elkins	WV	26241	304-636-7878	Shell
34	779 Beverly Pike	Elkins	WV	26241	304-636-9090	Shell
36	2207 8th Avenue	Huntington	WV	25703	304-522-3670	Shell
37	3211 Washington Boulevard	Huntington	WV	25705	304-697-1632	Shell
38	15289 Huntington Road	Galliplolis Ferry	WV	25515	304-675-4639	Shell
39	2264 Second Street	Mason	WV	25260	304-773-6028	Shell
45	P.O. Box 36 - Jct. 250 & 219	Huttonsville	WV	26273	304-335-4773	Exxon
46	Rural Route 1, Box 91A	Beverly	WV	26253	304-338-6686	Exxon
50	1 Big Springs Plaza	Slaty Fork	WV	26291	304-572-3500	Exxon

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JOSEPH DEFAZIO OIL COMPANY SITE ADDRESSES

SITE NAME AND ADDRESS	PLATE #	SITE #	HOURS	TID	DIESEL	PASSPOR'
Sabraton Exxon # 3 1899 Earl Core Road Morgantown, WV 26505 304.291.3333 C	2 L	4208138 O5493 O5493	6am-12pm MUO	OS	No	yes
Fairmont Ave.Exxon # 20 726 Fairmont Ave Fairmont, WV 26554 304.363.2323	5 L	4202396 O7518 3163	6am-12pm MS7	MS7	Yes	Yes
Bylo Mart Exxon # 23 1610 Locust Ave. Fairmont, WV 26554 304.363.5743	6 L	4201554 O6003	24 hrs	LST	Yes	Yes
Saltwell Exxon # 30 100 Grand Medows Bridgeport, WV 26330 304.592.2222	7 L	4208153 O5870	24 hrs	MXR	Yes	Yes
Rt 16 Fuel Center #3 120 East Main Street Ellenboro, WV 26346 304.869.4200	3 L	4202644 O6002	6am-11pm OWN	OWN	Yes	No
Quiet Dell Exxon # 36 Route 2 Box 219 Mt. Claire, WV 26408 304.622.3005	8 L	4209474 OO998	24 hrs	MUZ	Yes	Yes
Grafton Exxon # 41 Beech and Yates Streets Grafton, WV 26354 304.265.3160	4 L	4204566 O6352 265-1823	6am-12pm MQX	MQX	Yes	Yes
279 OtR Exxon Fuel Center #34 50 Genisis Blvd. Bridgeport, WV 26330 304.808.6001	9 L	4774436 83007 2656441	24 hrs	LL5 dd348597	Yes	Yes
Saltwell Fuel Center #32 Exit 125 I-79 S.Wedge Bridgeport, WV 26330 304-592-5880	10 L	4787990 84488 2656935 dd349901	24 hrs	NLG	Yes	Yes

Additional Terms and Conditions
for the State of _____ Statewide Fuel Card Services Program

1. DEFINITIONS:

“**Account(s)**” means your credit account(s) maintained with Respondent. An Account may be evidenced by a plastic card or an account number.

“**Business Day**” means any day other than a Saturday, Sunday or other day on which Federal banking institutions are generally authorized or required by law or executive order to close.

“**Card**” means a charge card or an account number issued by Respondent pursuant to this Agreement which is used to access an Account.

“**Controls**” are a set of authorization tools designed to assist you with managing purchases.

“**DIN**” means the driver identification number.

“**Financial Information**” means your financial statements including, at a minimum, an income statement for the applicable fiscal year and a balance sheet.

“**Fleet Contact Person**” means the person you select who is authorized to provide us with the information necessary to establish and/or manage your Account(s) and Cards.

“**We**”, “**us**”, “**___**” and “**our**” refers to _____.

“**You**” and “**your**” refers to _____ whose Account is created under this Agreement.

2. ESTABLISHMENT OF ACCOUNT: WEX FSC, at its sole discretion, may extend credit, establish Accounts and issue Cards under this Agreement. Without notice we may modify, suspend or terminate your Account. You agree that this Account will only be used for the purchase of products and services for business purposes and not for personal, family or household purposes. Purchases of lottery tickets or other games of chance, gift cards, pre-paid cards or other cash equivalent charges are prohibited. You shall adopt internal policies and controls to ensure that the Accounts are used strictly for business or commercial purposes. You agree to pay for all charges on your Account according to the terms of this Agreement and all additional charges provided in our Response to Request for Proposal dated _____ and subject to the provisions of the State of _____, Contract No. _____ for Statewide Fuel Card Services.

3. CREDIT LINE AND CAPACITY: You agree that: a) we may establish a credit line (limit) for your convenience; b) your Account balance will not exceed your credit line; c) we may suspend your Account without notice if your Account balance exceeds your credit line; d) we may investigate your business and/or your personal credit capacity and credit history; and e) we may change your credit line without notice based on our evaluation of your creditworthiness and other factors. You will be advised of your credit line if your Account is approved. We are authorized to provide information about: i) you and your Account to credit reporting agencies, affiliates, lenders, banking examiners, auditors, entities who finance our business and others who may lawfully receive the information; and ii) your transactions to accepting merchants or their service providers so they can offer you discounts or other promotional campaigns.

4. BILLING AND PAYMENTS: Your Account will be delinquent if you do not pay it in full within 26 calendar days of the billing date appearing on your invoice. Certain customers, based upon our credit review, may be required to make payment in less than 26 calendar days on a cycle that we may establish for you. In addition, certain customers may elect a shorter billing or payment cycle as offered by us. If your payment due date falls on a non-Business Day, payment is due on the Business Day before the payment due date. Delinquent Accounts will be subject to late fees (as described below), suspension or termination of credit privileges, without notice. All charges must be paid in full regardless of disputes. Charges must be disputed in writing no later than sixty (60) days from the billing date or they will be considered final and binding. **OR INSERT PROMPT PAYMENT LANGUAGE.**

5. LATE FEES: Late fees will be assessed at an Annual Percentage Rate of 24.00%. The periodic rate is based on your billing cycle. The periodic rates are:

Billing Cycle	Periodic Rate	Calculation of Periodic Rate
Weekly	0.462%	24.00% divided by 52
Monthly	2.00%	24.00% divided by 12

The late fee will be calculated by determining the total balance due on the date your account becomes delinquent, as follows: adding the total amount due on your Account on the payment due date together with any purchases posted to your Account from the end of the last billing cycle through the payment due date and subtracting from that amount any payments and/or credits entered during that period. The total balance due will then be multiplied by the applicable periodic rate to determine your late fee. In the event that the calculated late fee is less than ten dollars (\$10.00), a minimum late fee of ten dollars (\$10.00) will be charged. **OR INSERT PROMPT PAYMENT LANGUAGE**

6. APPLICATION OF PAYMENTS: Payments will be applied first to unpaid late fees and then to the unpaid balance of each product or service purchased in the order of its purchase.

7. AMENDMENTS: This Agreement may be amended or modified only through a subsequent written Amendment signed by both parties.

8. PREPAYMENT: You may pay your Account balance, or a portion of it, at any time without penalty.

9. DEFAULT: If you: a) default on this Agreement or any other lending agreement between you and us by not paying any payment when due; b) exceed your credit line; or c) breach any other term of this Agreement or any other lending agreement between you and us, then we may: i) suspend or terminate your Account(s) and/or Cards; ii) demand immediate payment of the entire Account balance; and iii) start a lawsuit for collection of the Account balance, subject to any notice of default and right to cure required by applicable law. To the extent not prohibited by applicable law, you agree to pay all collection costs, including reasonable attorneys' fees.

10. CARDS AND ACCOUNTS: You request Cards from us for use according to this Agreement by individuals, or in connection with specific vehicles, to be identified to us. All Cards will be valid through the expiration date listed on the Card unless the Card has been suspended or terminated. We may issue renewal Cards prior to their expiration date. You agree that you will destroy expired Cards or Cards for which a replacement Card has been issued. All renewal Cards

or any additional Cards you request will be subject to the terms of this Agreement as in effect at the time of that renewal or issuance.

You may ask us to: a) issue additional Cards or replacement Cards; b) suspend or terminate Cards; or c) change the authorized use or user(s) of Cards. We may, in our sole discretion, suspend or terminate any Account or Card or refuse to authorize any charge, at any time. Unless you report any errors in your Account information or Cards within three (3) business days of your receipt thereof, we are entitled to rely on that information for processing your Account.

You agree that this Agreement controls all charges made on your Account by you or any person who uses a Card or your Account. It is your responsibility to notify us of your revocation of any person or user's authority to use or access your Account, Cards, or DINs. You will remain liable to us for any charges until such time as we receive notice. You agree that use of a Card and the applicable DIN will constitute authorized use for all purposes. We have no obligation or responsibility to you in the event that any merchant, entity or person refuses to honor a Card. If you choose to leave a Card at a merchant for use by your drivers, then you are responsible for any unauthorized use of that Card and agree to pay for all charges made with that Card. You agree to keep DINs confidential and to ensure that your employees do not disclose any DIN. If any of your employees discloses a DIN or writes a DIN on a Card, then you are liable for any fraudulent use that may result even if the disclosure is inadvertent or unintentional.

You will promptly notify us of the loss, theft, or unauthorized use of any Card or Account by telephoning us at 800-492-0669 or through our online system. You agree to provide written confirmation of any notice if requested by us.

Subject to any limitations imposed by law, you will be liable to us for all unauthorized use of a Card that occurs before your notification of unauthorized use but you will not be liable for any unauthorized use that occurs after notification.

11. FLEET INFORMATION AND CHARGE CARDS: The Fleet Contact Person, or another person or persons designated by the Fleet Contact Person, is authorized by you to: a) provide us with the information necessary to establish and maintain your Account, Cards, and DINs; b) provide all fleet vehicle, driver and other information that we may request; c) receive all Cards and reports; d) receive other Account information we may provide; and e) select additional products and/or services that we offer. You will provide us with advance written notice of any change in or removal of any Fleet Contact Person. You will remain liable to us for any unauthorized use until you notify us of any change in or removal of any Fleet Contact Person. We are also authorized to deal with any contact person with apparent authority to act on your behalf.

12. MANAGEMENT REPORTS AND DISCLAIMER: As part of our product and services, we provide certain purchase reports, vehicle analysis reports and other management reports and information, in either paper or electronic format. These reports may include information relating to your use of Cards based upon charges and information reported to us. You are responsible for reviewing these reports for accuracy and completeness. These reports will accurately reflect information provided to us by third parties. We cannot guarantee the accuracy or completeness of those reports to the extent that the third party information received by us and contained in the reports is inaccurate or incomplete. You understand and agree that, regardless of any errors in the reports, you remain responsible and liable for any and all charges.

13. FEES, CHARGES AND ACCEPTANCE OF TERMS: We will assess fees and charges in the amounts listed on the attached Fee Schedule. Your use of your Account indicates your agreement to pay the fees and charges and your acceptance of all of the terms and conditions of this Agreement (which includes the Fee Schedule).

14. BULK, MOBILE, UNATTENDED, AND PRIVATE OR ONSITE FUELING: If you choose to use your Cards for bulk, mobile, unattended and private or onsite fueling purchases, we will provide you with enrollment forms and you will be responsible for any charges for those services. You also authorize us to report Account information to the fuel providers that you select. You acknowledge and agree that we will not be responsible for any claims, losses or liabilities that you may suffer as a result of, or related to, the misuse of your Account information by your fuel providers or their agents.

15. SITE SELECTION PROGRAM: The Site Selection Program enables you to provide us with a list of specific locations where you wish to restrict purchases based on certain specified criteria. If you choose to use the Site Selection Program, we will provide you with appropriate enrollment forms. We reserve the right to not establish site selection criteria for certain sites that may be identified by us as being ineligible for the Site Selection Program. We cannot guarantee that the Site Selection Program will work at independently owned fuel merchants enrolled to accept WEX FSC issued or serviced charge Cards. The Site Selection Program applies only to transactions that are received for authorization by us electronically. You are responsible for payment in full of all charges made at a location that you selected to be an "excluded location" which are made with a valid Card and that are processed by us.

16. DYED FUEL PRODUCTS: You may purchase dyed special fuel using your Cards. You acknowledge that all dyed special fuel purchases will be used exclusively for off-road purposes and according to all applicable laws governing its use. You may be subject to fines or other legal action by governmental authorities for misuse or mishandling of dyed special fuel. We will not be liable in any way for any misuse or mishandling by you of any dyed special fuel. Upon request from applicable governmental authorities, we may provide information regarding your dyed special fuel purchases to them without further authorization from you.

17. ONLINE PRODUCTS: Certain products and services offered to you by us may be accessed by you through the Internet. In order to access our online system your users must agree to our Terms of Use, the current version of which is attached hereto as Addendum I for your reference. Although we are using both passwords and data base security methods for our online products, security cannot be guaranteed. We disclaim all liability for any security breaches of online communications or for any electronic, computer or other system failures. We are not liable to any person for loss, liability or damages, including consequential or special damages, arising out of any security breaches or system failures or any other defect of the electronic online communication procedures, including loss due to data modification or destruction.

18. INTERNATIONAL USE OF CARDS: Cards issued to you for use by your United States based operations may be used in other countries. By use of Cards in any country other than the United States you agree that you will: a) be billed in US Dollars; b) receive reporting from us in English; c) accept the currency conversion fee as reflected in our Fee Schedule; and d) not distribute Cards to employees based in countries other than the United States.

19. CONTROLS: You may request that Controls be applied to your Account. The availability and effectiveness of Controls is dependent upon each merchant's adoption of card specifications and the information, including product codes, transmitted to us by them. The product codes are

assigned by each merchant, and as such, we have no responsibility for inappropriate product code assignment. You understand and acknowledge that only transactions submitted to us for authorization are subject to Controls and that those Controls can only be enforced when the merchant provides sufficient information as part of the authorization. In addition, some Controls do not work at island card readers.

We reserve the right to modify Controls when those Controls, in our opinion, are set at a level such that they are ineffective or not in accordance with the goals of the Controls program. Default values will be assigned by us unless you make your own election(s) through our online product. Additional important information related to Controls is also available online. We shall not be responsible for the prudence of any particular Control level you select. The existence and/or use of Controls does not affect your liability for unauthorized use of Cards. You remain liable for transactions made using unreported lost or stolen Cards and/or Card numbers or DINs. You also agree that you will review fraud control data provided by us, such as vehicle analysis reports, for the purpose of detecting fraud that occurs within Control parameters.

20. REPRESENTATION, WARRANTIES AND ACKNOWLEDGMENTS: You represent and warrant to us that this Agreement is valid, binding and enforceable against you in accordance with its terms and, if you are a corporation or other entity, that this Agreement has been duly authorized by all necessary action of your governing body. You agree to provide any evidence of corporate (or other organizational) existence and authorization that we may reasonably request.

As part of our commitment to customer service, our managers periodically will monitor telephone communications between our employees and our customers to ensure that our high quality service standards are maintained. By accepting this Agreement, you hereby consent to such monitoring and recording of telephone communications. You also agree to notify your employees who may be in telephone contact with our representatives that periodic monitoring of conversations will occur.

21. WARRANTY DISCLAIMERS AND LIMITATIONS ON DAMAGES: EXCEPT AS OTHERWISE REQUIRED UNDER LAW, WE MAKE NO WARRANTY WITH RESPECT TO GOODS, PRODUCTS OR SERVICES PURCHASED ON CREDIT THROUGH US. WE FURTHER DISCLAIM ALL WARRANTIES WITH RESPECT TO GOODS, PRODUCTS AND SERVICES PURCHASED WITH A CARD, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTY OF MERCHANTABILITY.

YOU ACKNOWLEDGE AND AGREE THAT WE WILL NOT BE LIABLE TO YOU FOR ANY LOSS, LIABILITY OR DAMAGES YOU SUFFER WHICH RESULT FROM, ARE RELATED TO, OR IN ANY WAY ARE CONNECTED WITH ANY FRAUD CONTROL OR PURCHASE RESTRICTION MEASURES WE ELECT TO IMPLEMENT FROM TIME TO TIME, UNLESS SUCH LOSS, LIABILITY OR DAMAGES ARE A DIRECT RESULT OF OUR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT IN IMPLEMENTING FRAUD CONTROL OR PURCHASE RESTRICTION MEASURES WE HAVE EXPRESSLY AGREED IN WRITING TO UNDERTAKE FOR YOU.

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS AGREEMENT, UNDER NO CIRCUMSTANCES SHALL WE BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES ARISING OUT OF ANY TRANSACTION, PRODUCT, GOOD OR SERVICE GOVERNED BY, OR ANY CLAIM RELATING TO, THIS AGREEMENT. THIS LIMITATION OF DAMAGES, INCLUDES, WITHOUT LIMITATION, ANY INCIDENTAL, CONSEQUENTIAL OR SPECIAL

DAMAGES ARISING FROM OR RELATED TO THE USE OR MISUSE OF ANY CARD OR YOUR ACCOUNT. FURTHERMORE, OUR LIABILITY FOR ANY ACTUAL DAMAGES OR AMOUNTS DUE AS A RESULT OF NOT MEETING ANY EXPRESS OR IMPLIED WARRANTIES MADE BY US TO YOU IS LIMITED TO THE CARD FEES PAID BY YOU DURING THE YEAR PRIOR TO YOUR REQUEST FOR CANCELLATION OR REFUND DUE TO OUR NOT MEETING SUCH GUARANTEES.

22. ASSIGNMENT: Subject to our credit approval, you may assign or otherwise transfer your interest in this Agreement. You will provide us with at least thirty (30) days advance written notice of any proposed assignment. No assignment shall be effective unless and until: (a) we have determined, in our sole discretion, that your assignee is creditworthy; and (b) the assignee assumes your obligations under this Agreement in writing. Determinations of any proposed assignee's creditworthiness will be made in good faith and in accordance with our credit policies. Any attempt to assign this Agreement in violation of this provision will be null and void.

23. PARTIES TO THE AGREEMENT: This is an agreement between you and us and no other entity shall be deemed a party to this Agreement or third-party beneficiary of it, except as provided in Section 23.

24. REQUIREMENTS OF A WRITING: You agree that any electronic image of signed originals of your Agreement, your Account Application and product enrollment forms is binding as an original. You further agree that additions, updates, and deletions of vehicles, drivers, and Fleet Contact Persons placed by telephone or electronically, and accepted by us, are binding on you.

25. PARTICIPATING ENTITIES

We and you shall have the right to share all or any part of this Agreement, and all associated documents and amendments, with any Participating Entity. Should any Participating Entity open an account with us, the terms of this Agreement shall control.

Notwithstanding anything in this Agreement to the contrary, it is understood that the obligations of the State and each Participating Entity hereunder shall be exclusively the obligations of the transacting entity and that the neither the State nor any other Participating Entity will have liability whatsoever in connection therewith. It is further agreed that each Participating Entity is severally and not jointly liable to us and neither the State nor any other Participating Entity shall have financial or other responsibility or liability for any goods or services that were not furnished for such entity's site or operations.

No Participating Entity shall be eligible to participate in the program without being granted credit by us. Credit applications submitted by each Participating Entity will be adjudicated in accordance with our credit policies and we shall have sole and complete discretion over which Participating Entities are granted or denied credit. Each Participating Entity desiring to participate under this Agreement will be required to complete a Participation Addendum essentially in the format attached hereto as Attachment 1.

26. FINANCIAL INCENTIVES: INSERT

27. USA PATRIOT ACT: We comply with Section 326 of the USA Patriot Act which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an Account. We will ask you for your name, address, date of birth, or other applicable information to identify you.

28. ENTIRE AGREEMENT: This Agreement, including the Request for Proposal # _____, our Response to Request for Proposal, the Contract No. _____, the Fee Schedule, the Account Application you filed with us, any agreements which secure or guaranty your obligations under this Agreement, any electronic payment agreement, enrollment forms and any amendments, modifications, substitutions or replacements of any of those documents, is a final expression of the credit agreement between us and you and may not be contradicted by evidence of any alleged oral agreement. Except as is expressly permitted in this Agreement, no modification of it is effective unless in writing and signed by an authorized officer of you and us.

Any terms different from this Agreement or contradictory to this Agreement that are set forth in a Purchase Order or other communication are expressly rejected and shall under no circumstances modify the terms of this Agreement.

This Agreement is governed by and construed in accordance with federal law and the laws of the State of _____ (without reference to choice of law rules).

EXHIBIT A
Fee Schedule

Your use of your Account indicates your acceptance of this Agreement and this schedule of fees and charges.

INSERT PRICING

Pricing for additional products and services is available upon request or reflected on the enrollment forms or in the terms of use that you must agree to in order to receive the additional products and services.

Attachment I

WEXOnline® TERMS OF USE

Please read these terms carefully before using this site.

1. General

Wright Express Corporation ("we," "us" and "our") provides this web site on behalf of its subscribers subject to the following terms of use ("Terms"). These Terms supplement the customer's (or "you" or "your") credit agreement with Wright Express Financial Services Corporation or one of our card program sponsors and shall be applicable to your account upon your selection of the **WEXOnline®** product. Your continued use of your account and **WEXOnline®** constitutes your acceptance of these Terms. If you have any questions, please call our Customer Service department.

2. Purpose of the Website

The goal of this web site is to provide you with access to information about your fleet charge card account and to also allow you to perform account maintenance. Do not use this web site if you do not agree with these terms. These Terms supplement your credit agreement with Wright Express Financial Services Corporation or one of our card program sponsors and shall be applicable upon your use of the site. Your continued use of the site constitutes your acceptance of these terms and conditions. If you have any questions, please call Customer Service at 1-800-492-0669.

3. Trademarks, Service Marks and Copyrighted Materials

We control and operate this website. All content on this website, including, but not limited to, text, photographs, images, illustrations, audio clips, and video clips, is protected by copyrights, trademarks, service marks, and/or other intellectual property rights (which are governed by United States and worldwide copyright laws and treaty provisions, privacy and publicity laws, and communication regulations and statutes). The content is owned and controlled by us, our affiliates, or by third party content providers, merchants, sponsors and licensors (collectively the "Providers") that have licensed their content or the right to market their products and/or services to you using this site. You agree to abide by all additional copyright notices, information, or restrictions contained in any content that is presented on this site.

You may not use any registered or unregistered trademarks, service marks or copyrighted materials appearing on this website, including but not limited to any logos or characters, without the express written consent of the owner of the mark or copyright. You may not frame, deep link, or otherwise incorporate into another website any of the content or other materials on this website without our express prior written consent.

Violation of trademark and copyright laws may result in significant civil liability or criminal penalties under United States and/or worldwide copyright and trademark

laws. You recognize that any reproduction or use of content, except as authorized by these Terms, is considered intentional infringement.

4. Use of the Site

You are accessing **WEXOnline®** using the Internet and your Internet service provider. Although we are using both password and database security methods to ensure protection for **WEXOnline®**, security cannot be guaranteed. We hereby disclaim all liability for any security breaches of online communications or for any electronic, computer or other system failures. We shall not be liable to any person for loss, liability or damages, including consequential or special damages, arising as a result of any security breaches or system failures or any other defect of the electronic online communication procedures, including, without limitation, loss due to data modification or destruction.

You may provide access to your account information by adding others to access your account via an online enrollment. You understand that you are responsible for the level of access that you provide to the users you establish for your account. You understand that you are solely responsible for maintaining the security of your password and User ID against theft or unauthorized use and that any person possessing your password and User ID can order additional cards and take other action with respect to your account. You agree that you shall exercise all precautions commensurate with the highest reasonable standards of security for the protection of your security information. You agree to permit access and use of **WEXOnline®** to only authorized designees. Any account maintenance effected with the use of your User ID and password shall be conclusively presumed to be authorized by you for all purposes and you accept all liability for use of cards ordered and any other transactions effected through **WEXOnline®**. You agree to notify us immediately if you suspect that any User ID or password associated with your account has been lost, stolen, or the subject of unauthorized use. You agree that the security procedures provided with **WEXOnline®** including without limitation, data encryption, are commercially reasonable and adequate for your use. Furthermore, you agree that you shall not circumvent the encrypted data or attempt to obtain unauthorized access to the site or portions of the site which are restricted from general access.

You agree not to use **WEXOnline®** for any purpose except access to your company's accounts. In using this site, you agree not to disrupt or interfere with the site, its services, system resources, nor to upload, post or otherwise transmit any viruses or other harmful, disruptive, inappropriate, illegal or destructive files. You also agree not to use, attempt to use, or access other accounts, or create or use a false identity on the site.

You agree to indemnify and hold us, and our parents and affiliates, harmless for any loss or damage caused by your access, attempted access to or manipulation of any account or data of any third party and/or any defect in your system that causes damage to our hardware, software or data. We reserve the right to terminate or suspend access to **WEXOnline®**, in whole or in part, at any time, without notice.

WEXOnline® and the information provided on this site is provided "AS IS" without any representation or warranty, express or implied, of any kind, including, but not limited to, warranties of merchantability, noninfringement, or fitness for a particular

purpose. Wright Express Corporation, its subsidiaries and affiliates, make no warranty that use of the site or the materials will be uninterrupted, timely, secure, or error free or that defects, if any will be corrected and we assume no responsibility for any damages that may be suffered by you, including, but not limited to, losses from delays, nondelivery of content or any communications, errors, system down time, network or system outages, file corruption or service interruptions.

5. Governing Law, Severability

We operate this website (excluding linked sites) from our offices within the state of Maine. The website can be accessed from all 50 states, as well as from other countries around the world. As each of these places has laws that may differ from those of Maine, by accessing this website, you agree that these Terms and your use of the web site shall be governed in all respects by federal law and the internal substantive laws of the State of Maine, without regard to conflict of laws provisions and shall not be governed by the United Nations Convention on the International Sale of Goods. You further submit to exclusive jurisdiction and venue in the state and federal courts located in the State of Maine for all disputes, cases and controversies regarding this website, your use of this web site, and your relationship with us. We make no representation that materials on this web site are appropriate or available for use in other locations, and accessing them from territories where the content is illegal is prohibited. Customers who choose to access this web site from other locations do so at their own risk and are responsible for compliance with local laws, including laws regarding the transmission of technical data exported from the United States or the country in which you reside. If any provision of these terms is prohibited by or rendered invalid by applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of these Terms.

6. For Customers Using Electronic Billing Method

You may receive copies of your invoice via **WEXOnline®**. In the event that you elect to receive all your invoices electronically and not via standard U.S. Mail, the invoice shall be deemed delivered to you upon our confirmation of electronic mailing. All the terms and conditions concerning payment and any disputes in billing as set forth in your credit agreement with Wright Express Financial Services Corporation or one of our card program sponsors remain in full force and effect. If you wish to make an inquiry regarding an invoice or a particular transaction, please contact Customer Service at the number listed on your credit agreement.

7. For Customers Using Electronic Payment Method

If you enroll in our electronic payment service, you can make payments due under your credit agreement with Wright Express Financial Services Corporation or one of our card program sponsors by initiating an electronic payment from your account maintained at your financial institution, by means of an Automated Clearing House (the "ACH"), and the following terms and conditions will apply to any such payment:

(a) We will transmit such Entries initiated by you to the creditor under your Credit agreement with Wright Express Financial Services Corporation or one of our card program sponsors. Your creditor will initiate the payment transaction through its bank (the "Creditor's Bank") which will transmit the entries directly or indirectly to

the ACH, as provided in the Operating rules of the National Automated Clearing House Association ("NACHA"), as in effect from time to time (the "Rules"), and these Terms of Use. As used herein, the terms "Settlement Date," "Entry," and "File" have the meaning set forth in the Rules.

(b) You agree to comply with (i) these Terms of Use, (ii) all applicable laws, including federal law (including without limitation Article 4A of the Uniform Commercial Code), and (iii) the Rules insofar as applicable. The specific responsibilities and requirements provided in the following paragraphs of these Terms of Use in no way limit the foregoing undertaking.

(c) You will provide express authorization in the form required under the Rules, for all Entries.

(d) The Company will provide Entry information in the manner specified in the electronic payment request on this site. Such information will include your bank account number, your bank's ABA routing number, the payment amount and payment date.

(e) The deadline for submitting an Entry is 3:30 PM EST on each business day.

(f) If you would like to cancel or modify an Entry, you can do so before the 3:30 PM EST deadline.

(g) You will ensure that the Account contains sufficient immediately available funds to cover any debit Entry initiated to it not later than the Settlement Date applicable thereto.

(h) In the event any Entries are rejected by the ACH for any reason whatsoever, it shall be your responsibility to remake such Entries or to make other arrangements for making payment of amounts due under your Credit agreement with Wright Express Financial Services Corporation or one of our card program sponsors; provided, however, that Creditor's Bank shall remake such Entries in any case where such rejection by the ACH was due to mishandling of such Entries by Creditor's Bank and sufficient data is available to the Bank to permit it to remake such Entries.

(i) You will indemnify Creditor's Bank if Creditor's Bank incurs any loss or liability on account of the breach, with respect to any Entries initiated by you, of any of the warranties of Originating Depository Financial Institutions contained in the Rules, except due to Creditor's Bank's own negligence.

(j) In the event you incur any loss due to the mishandling of a particular Entry or Entries, Creditor's Bank's liability you shall be limited to the minimum amount required under Article 4A of the Uniform Commercial Code.

(k) You warrant the accuracy of all transactions presented to Creditor's Bank and warrant that all transactions presented to Creditor's Bank are authorized and agree to indemnify Creditor's Bank from and against any claims, including third-party claims, arising from the breach of these warranties.

(l) In the event any Entry or File of Entries is delivered to Creditor's Bank by an agent or employee purporting to act on your behalf, Creditor's Bank shall be fully protected in acting in reliance on such Entry or File of Entries and need not inquire of you as to whether the same is duly authorized.

(m) You are strictly responsible for establishing and maintaining procedures to safeguard against unauthorized Entries. You warrant that no employee or agent will be allowed to initiate Entries in the absence of proper supervision and safeguards, and you agree to take reasonable steps to maintain the confidentiality of any passwords, codes, security devices and related instructions Creditor's Bank provides to you in connection with any security procedures. If you believe or suspect that any such information or instructions have been known or accessed by an unauthorized person, you agree to notify us immediately. The occurrence of unauthorized Entries will not affect any Entries Creditor's Bank initiates in good faith prior to receipt of your notification and within a reasonable time period to prevent unauthorized transmissions. If Creditor's Bank receives an Entry (or a request for cancellation or amendment of an Entry) that purports to have been transmitted or authorized by you, it will be deemed effective as your Entry or request, provided that Creditor's Bank accepted the entry or request in good faith and acted in compliance with its security procedures with respect to the entry or request.

8. For Customers Using Controls:

These terms and conditions supplement your credit agreement with Wright Express Financial Services Corporation or one of our card program sponsors and govern your use of Controls which may be used to help limit purchase capabilities on your cards and accounts.

Controls are subject to the disclosures provided to you, this Section 8 and the Important Information found in the **Profile Manager**. You should carefully review the Important Information prior to establishing Controls. Use of Controls is deemed acceptance of these terms and the disclosures found in the Important Information. The availability and effectiveness of Control limits is dependent upon each merchant's adoption of card specifications and the information transmitted to us by them. You understand and acknowledge that only transactions submitted to us for authorization are subject to Controls and that such Controls can only be enforced when the merchant provides sufficient information as part of their request for authorization for us to determine if it meets or exceeds the Controls that you have set. Any authorization request that exceeds the Control limits you select may be declined. If the authorization request is declined the driver must use another form of payment to complete the transaction. We are not liable on account of any merchant's refusal to honor the Card, regardless of the reason, whether or not you have established Controls for your cards or accounts.

The existence and/or use of Controls shall not affect your liability for unauthorized use of Cards. We reserve the right to modify Controls upon notice to you. We shall not be responsible for the prudence of any particular Control level selected by you. You agree that we are authorized to rely on such changes made by you or your authorized users and you further agree to indemnify us and hold us harmless for any loss, claim or damage allegedly caused by our reliance on such changes. You also agree that we will not be liable to you for any loss, liability or damages you suffer

which arise from, are related to, or are in any way connected with any Controls or other purchase restrictions which we may implement from time to time.

9. Questions

For questions concerning these terms or the products described online please call the following number: 1-800-492-0669, or send inquiries to: Wright Express Corporation, P.O. Box 639, Portland, ME 04104. Be sure to include your account number with all inquiries.

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Addendum II
INSERT PARTICIPATION ADDENDUM

**ADDENDUM TO FUEL CARD SERVICES AGREEMENT
BETWEEN
WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION
AND
[ENTITY]**

CREDIT INFORMATION					
Participating Entity agrees that in the event the account is not paid as agreed, Card Issuer may report the undersigned's liability for and the status of the account to credit bureaus and others who may lawfully receive such information.					
Participating Entity			Phone #		Fax#
Write Participating Entity name as you wish it to appear on cards. Limit of 20 characters & spaces. Unless specified, no company name will appear on cards. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
Headquarters Name and Physical Address (Do not include PO Box)				Applicant's Taxpayer ID # (TIN, FEIN or SSN)	
In Business Since (yyyy)		Year of Incorporation (yyyy)	Number of Vehicles	Avg Monthly Fuel Expenditures \$	Avg Monthly Service Expenditures \$
Billing Contact		Billing Address		City	State Zip+4
Designate the Fleet Contact authorized to receive all charge cards, reports, and other such information we provide from time to time and to take actions with respect to your account and account access. This is also the person designated by your company to provide all fleet vehicles, driver and other information we may request.					
Authorized Fleet Contact Name			Title	Phone #	Fax #
Mailing Address (if different from billing address)				City	State Zip+4
Email address (required to take advantage of product type card controls)					
Card Controls: To help us estimate your credit needs, indicate the types of cards you anticipate using. If you provide a valid email address above, you can select from these product type options: <input type="checkbox"/> All Products <input type="checkbox"/> Fuel & Service <input type="checkbox"/> Fuel & Fluids with Roadside Assistance <input type="checkbox"/> Fuel with Roadside Assistance <input type="checkbox"/> Mix of card types <input type="checkbox"/> Check here if business is exempt from motor fuels tax					
INFORMATION SHARING DISCLOSURE: Information regarding your transactions may be provided to accepting merchants or their service providers to facilitate discounts or other promotional campaigns of interest to you.					
Our bank complies with Section 326 of the USA PATRIOT Act which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents for your business.					

TERMS
<p>Definitions:</p> <p>"Agreement" means: Contract No. [x] effective [date] for Fuel Cards and Fuel Management Services (the "Agreement") between the [entity] ("[entity]") and Wright Express Financial Services Corporation ("WEX FSC").</p> <p>"Participating Entity" shall mean the Participating Entity as defined in Contract [x] permitted to purchase services under the Agreement, as specified in the Credit Information above.</p> <p>All other capitalized terms used in this Addendum without definition have the meanings set forth in the Agreement.</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Continued on page 2.</p>

ADDENDUM TO FUEL CARD SERVICES AGREEMENT CONTINUED

Agreements of WEX FSC and Participating Entity:

1. Participating Entity represents that it is authorized by the laws of the [entity] to enter into this Addendum and to participate under the Agreement.
2. Participating Entity hereby requests the services of WEX FSC described in the Agreement and agrees to perform all duties of a Participating Entity under the Agreement, including, without limitation, payment of all charges on its account(s) within the time periods provided under the Agreement, payment of any fees provided in the Agreement, and cooperation with respect to providing all necessary information for the administration of the Agreement. Participating Entity agrees to be bound by the terms and conditions of the Agreement, including, without limitation, rules for authorized and unauthorized use of cards, disputes of charges, reporting lost and stolen cards, and all other rules and provisions relating to use of Participating Entity's account.
3. Participating Entity acknowledges that its failure to make timely payment in accordance with the terms of the Agreement and/or the Addendum may result in suspension or cancellation of the account(s). The undersigned represents and warrants that he/she is duly authorized to execute this Addendum on behalf of the Participating Entity and this Addendum is the valid and binding obligation of the Participating Entity, enforceable in accordance with its terms.
4. Participating Entity acknowledges that this Agreement will not be binding and effective until WEX FSC has also completed it.

AUTHORIZED SIGNATURE REQUIRED

Any person signing on behalf of the Participating Entity has been duly authorized by all necessary action of Applicant's governing body, and that the undersigned is authorized to make this application on behalf of the Participating Entity.

Participating Entity:

WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION

By: _____

(Contracting Agency's Authorized Signatory)

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Complete and sign addendum. Fax both pages to .

FOR OFFICE USE ONLY

Opportunity Number	Sales Code	Plastic Type	Coupon Code	Account Number
				04