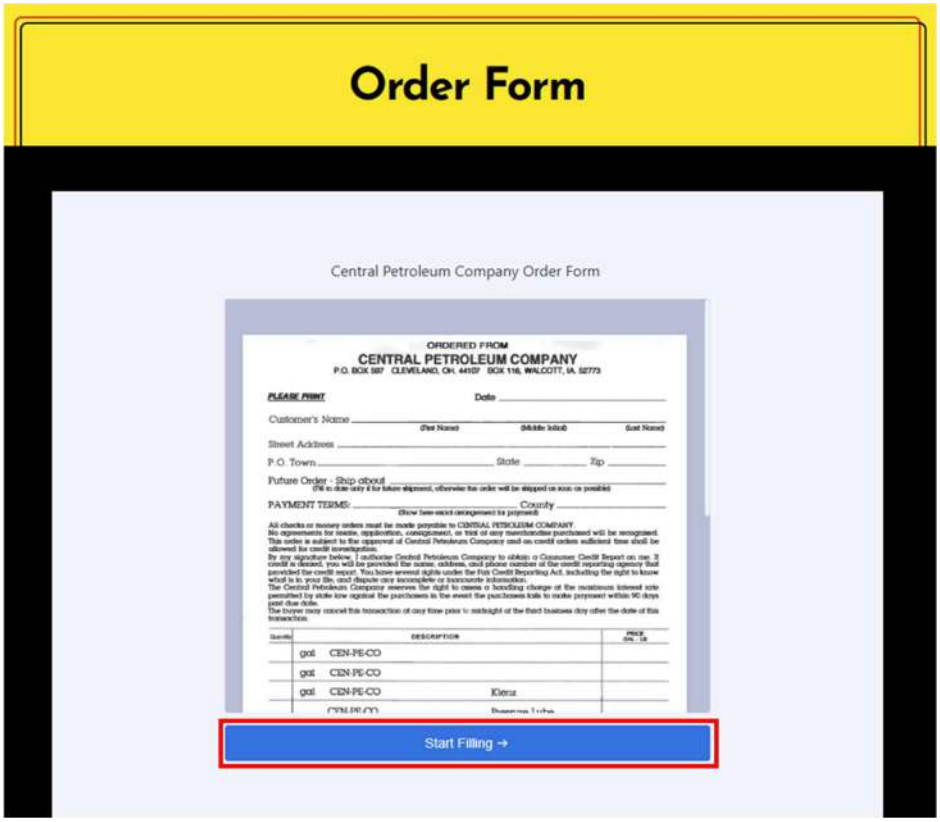
How to use the Sales Rep Order Form in the Sales Portal

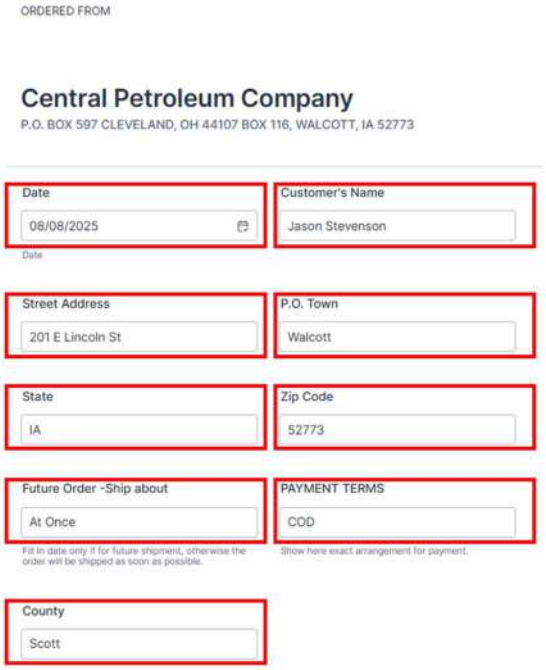
1. Log in to the Sales Portal using your email and password.
2. From the Sales Portal, click “Order Form”



3. Click “Start Filling”



4. Fill in all required customer information. Name, address, payment terms, etc.



5. Fill in all required product information. Number of gallons, product description, (including viscosity) , container/case type, price. Note that the description box will allow more text than shown in the below example.

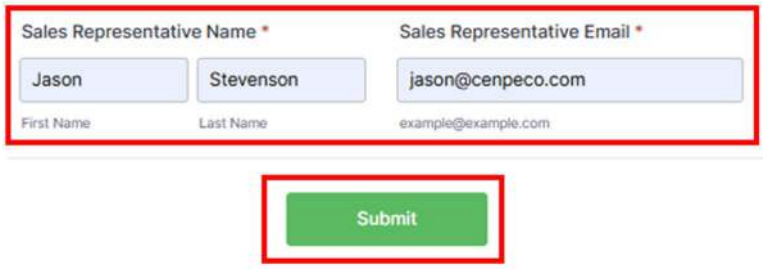


	Quantity (# of GAL, LBS, etc)	Units (GAL, LBS, etc)	Description (including Viscosity)	Container Type & Count (# of Drums, # of Cases, etc)	Price (per GAL-LB)
Product #1: gal CEN-PE-CO	110	GAL	S-3 15W-40	55-gal drur	28.46
Product #2: gal CEN-PE-CO	3	GAL	Power Flo	pints	8.69
Product #3: gal CEN-PE-CO Klenz					
Product #4: LBS CEN-PE-CO Pressure Lube	30	cart.	Syntho	1 case	7.26
Product #5: gal CEN-PE-CO Multi Purpose Hydraulic & Wet Brake Oil	8	GAL	Mutli Purpose	2-gal case	29.21
Product #6					
Product #7					
Product #8					
Product #9					
Product #10					
Product #11					
Product #12					
Product #13					

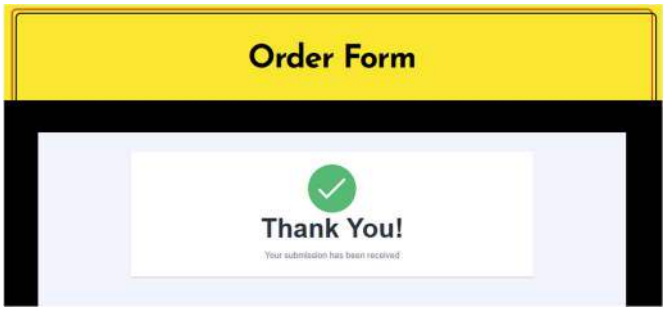
6. If applicable, add any extra notes you'd like to Order Department to know about your order



7. Type your name and your email. You will receive an email copy of the order. Then, click "Submit"



8. After submitting, you will receive the following confirmation, as well as a copy of the order in your email. The email comes from "noreply@jotform.com". Be sure to check your spam folder.



9. The cool part? Below is how the order comes out. The data from the form is placed on our usual order form.

ORDERED FROM

CENTRAL PETROLEUM COMPANY

P.O. BOX 597 CLEVELAND, OH. 44107 BOX 116, WALCOTT, IA. 52773

PLEASE PRINT Date 08/08/2025

Customer's Name Jason Stevenson
(First Name) (Middle Initial) (Last Name)

Street Address 201 E Lincoln St

P.O. Town Walcott State IA Zip 52773

Future Order - Ship about At Once
(Fill in date only if for future shipment, otherwise this order will be shipped as soon as possible)

PAYMENT TERMS: COD County Scott
(Show here exact arrangement for payment)

All checks or money orders must be made payable to CENTRAL PETROLEUM COMPANY.
No agreements for resale, application, consignment, or trial of any merchandise purchased will be recognized.
This order is subject to the approval of Central Petroleum Company and on credit orders sufficient time shall be allowed for credit investigation.
By my signature below, I authorize Central Petroleum Company to obtain a Consumer Credit Report on me. If credit is denied, you will be provided the name, address, and phone number of the credit reporting agency that provided the credit report. You have several rights under the Fair Credit Reporting Act, including the right to know what is in your file, and dispute any incomplete or inaccurate information.
The Central Petroleum Company reserves the right to assess a handling charge at the maximum interest rate permitted by state law against the purchasers in the event the purchases fails to make payment within 90 days past due date.
The buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.

Quantity		DESCRIPTION			PRICE GAL - LB
110	gal	CEN-PE-CO S-3 15W-40		55-gal drum	28.46
3	gal	CEN-PE-CO Power Flo		pints	8.69
	gal	CEN-PE-CO	Klenz		
30	cart.	CEN-PE-CO Syntho	Pressure Lube	1 case	7.26
8	gal	CEN-PE-CO Multi Purpose Hydraulic & Wet Brake Oil		Mutli	29.21
		TEST ORDER DO NOT PROCESS			

The only terms or conditions of sale are those stated hereon and receipt of duplicate copy of this contract is hereby acknowledged by purchaser.
PURCHASER
SIGN HERE _____

SALES REPRESENTATIVE Jason Stevenson