



Title: Protocol for Ordering Various Fuels Products: Diesel (on road and off road), Dyed Diesel, Bio Diesel, Gasoline, #6 Oil, Kerosene, E10 (10% Ethanol Clear Gas), Propane, Oils/Lubricants, Heating Oil and Card Programs

Scope of Services: James River Solutions shall agree and maintain sufficient quantities of fuel necessary for normal operations at all locations, unless otherwise mandated.

Ordering – Monday through Friday 8:00am – 5:00pm call customer service **804-955-1148 (Darlene Harris, Customer Service Mgr.)** Other customer service reps are Courtney Munch 804-955-1141, and Christine Smith 804-955-1133.

Account Information (Sales) please contact Kitty Stallings (804) 955-1151 (cell) 804-986-6372. Tracy Little (President) 804-955-1142 (cell) 804-399-8900.

Project Management – please contact Molly Sheppard 804-955-1130 (Account Support) Julie Borill – 804-358-9000 ext. 317

Fuel Card Management – please contact Betsy Bennett 804-955-1160

Dispatch Support – Jimmy Williams 804-640-2056 (cell)

Emergency after hours or weekend – 804-393-1150. If no one answers please leave a message and your call will be returned ASAP.

Fax: 804-622-1003 **Toll Free:** 1-800-825-5599

James River Solutions Federal Tax ID is: 32-0135618

SWAM Certification #649287 – Small Woman Owned Company and HUB certified in NC.

Billing Address: PO Box 7200
Richmond, Virginia 23221

Physical Address: 10487 Lakeridge Parkway Suite 100
Ashland, Virginia 23005