



Dear Alkira Fuel card Customer

Welcome to Alkira, a leading fuel card program provider in Australia.....

We would like to outline some matters in relation to your Alkira Fuel card account.

Card Security PIN

Your individual secure card PIN has been sent by separate email.

Fuel Usage Invoice

The Alkira fuel usage invoice will be emailed to you at the beginning of each month with the direct debit being processed on the due date.

Card Changes or Additional Cards

For any changes to existing fuel cards or to request any additional fuel cards, please forward all correspondence to support@alkirafuel.com.au

Account Exception Charges – Based on late payment

As per the Alkira Terms and Conditions, below is the account exception charges.

Monthly Account Amount Due	Exception charges if account is paid outside the agreed terms
\$ 1 to \$ 2,000	\$ 120 plus GST – Total \$ 132.00
\$ 2,001 to \$ 5,000	\$ 200 plus GST – Total \$ 220.00
\$ 5,001 to \$ 10,000	\$ 400 plus GST – Total \$ 440.00

The account exception fee increases by \$75 plus GST for each \$1000 or part thereof over \$10,000.

Please note these account exception charges will only be charged when your payment cannot be processed

CUSTOMER ACTIVATION LETTER

on the previously advised due date on your Alkira monthly invoice.
If a Fuel card payment remains outstanding 3 days after the Direct Debit due date Alkira will process a manual Direct Debit for the outstanding invoice plus any exception charges.

Thank you for being an Alkira Fuel card Customer. You are welcome to contact us either by phone or email if you require any assistance or advice.

Regards

Alkira Fuel Management Pty Ltd
Alkira can also assist with;

- **Discount CTP (Green Slip) for all vehicles**
- **Fleet Management – large or small**
- **Bulk fuel tanks & bulk fuel supply**
- **Truck, car & equipment finance**
- **Invoice cash-flow funding facilities**
- **Bookkeeping services**

Alkira Fuel Management Pty Ltd ABN 68 638 227 059 & Alkira Fuel Program Pty Ltd ABN 84 638 339 796 & related bodies corporate.

Tel: 1300 734 058

Level 19, 1 Eagle Street Brisbane QLD 4000

Email: support@alkirafuel.com.au