

ExxonMobil Marine Lubricants Ordering Procedure

Orders for ExxonMobil's Marine Lubricants should be placed by owners or operators either through their agents or directly with their ExxonMobil Marine Lubricants Customer Service office before the cut-off time. Quantities, as ordered, will be supplied in the nearest appropriate volume or package size available.

For example, an order for 1,200 liters of lubes in drums would be fulfilled by the

supply of 6 (six) drums (330 U.S. gallons or 1,284 liters).

Please see our ePorts & Services Guide at www.exxonmobilportsandservices.com before submitting your order.

To enable ExxonMobil to provide the best service, orders for lubes should contain the following information:



Marine Lubricants Order Form



To	From	
Company: ExxonMobil Marine Lubricants Customer Service	Company: Sunshine Shipping Company	
Fax: +1 703 555-2424	Ship Owner c/o: (if different from above)	
Order Date: 10 Dec. 2007	Contact Person: Jane Dobes	
Vessel Name: M/V Sunrise	Telephone: +1 703 555-1212	
ETA: 20 Dec. 2007	Fax: +1 703 555-2424	
Port of Supply: Amsterdam, Berth 38	Vessel Agent: Ruy and Co., Amsterdam	
	Contact Person: John Dokes	
Next Port: Piraeus	Telephone After Hours: +1 703 555-2424	
	Fax: +1 703 555-2424	
Products	Quantity Liters/Gallons/Kgs/Lbs	Package Bulk/Drum/Pail/Cartridge
Mobilgard 570	6,000 liters	Bulk
Mobil SHC 630	140 liters	Pails
Special Remarks /Instructions		
The vessel will only stay for a few hours at the Amsterdam port. Please keep in close contact with the agent to validate if supply is possible. If delivery is not possible during this time frame, please let us know and plan to supply at Piraeus.		

Note: Any changes to the order must be forwarded in time to permit adjustments to the delivery schedule.

Marine Lubricants Order Form



To	From
Company:	Company:
Fax:	Ship Owner c/o: (if different from above)
Order Date:	Contact Person:
Vessel Name:	Telephone:
ETA:	Fax:
Port of Supply:	Vessel Agent:
	Contact Person:
Next Port:	Telephone After Hours:
	Fax:

Products	Quantity Liters/Gallons/Kgs/Lbs	Package Bulk/Drum/Pail/Cartridge

Special Remarks /Instructions

Note: Any changes to the order must be forwarded in time to permit adjustments to the delivery schedule.