

## **AUTOSEND Instructions – Sandford Oil Company**

1. Dial **1-800-214-6427**.
2. The computer will say, **“Welcome to Autosend, enter store.”**
3. Using the buttons on your touch tone phone, enter your 3 digit store number that is provided to you by Sandford Oil and press #. For example, if your number is 900 you will enter **9-0-0-#**.
4. The computer will read back the store number and then ask for your stick readings for Tank 1. For example, the computer will say, **“9-0-0, Inches, Tank 1:”**
5. Enter your height in inches from your tank monitor screen, printout or from actually “sticking” the tanks outside and press #. The computer will only take 3 digits, not 2 and not 4. For example, if your inches on Tank 1 are **62.578**, you will enter **6-2-5-#**. If your inches on Tank 1 are just **62**, you will enter **6-2-0-#**.
6. The computer will read back the inches from Tank 1 and then ask for your stick readings for Tank 2. For example, the computer will say, **“6-2-0, Inches, Tank 2:”**
7. Follow the same procedure in step 5 for each tank that you have.
8. When you enter your last tank, the computer will ask, **“Enter # if all OK.”** If you are satisfied with your entries, **Press #**.
9. The computer will then ask, **“Press 1 if call back needed.”** Here you will **Press # again** and you can hang up the phone.
10. Your stick reading entries are all complete. Please do this **every day before 7 a.m.** so we know how much fuel you have and we can make your deliveries in an efficient and timely manner. Thank you.

*If you have any problems or questions, please call 940-627-2689*

*Sandford Oil Company, Decatur, TX*