

SHIP8, INC.

ATTN: ACCOUNTS PAYABLE
 45875 NORTHPORT LOOP EAST
 FREMONT, CA 94538
 US
 AP.SHIP8@SHIP8.COM

SHIP TO

WDC(4000),
 SHIP8, INC.
 ATTN: CHRISTINE JENKINS
 221 HANSON WAY
 WOODLAND, CA 95776
 US

ORDER FROM

100978
 HCI SYSTEMS, INC.
 1354 S. PARKSIDE PL.
 ONTARIO, CA 91761
 US

Ship Via
 Best possible

FOB
 FOB Origin

Terms
 30 days

Buyer
 Purchasing Dept

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	BLD005-FIRE	Replace Tamper Switch	1.00	Each		1,275.00

POC 12-19-23

Total Extended Price =



Purchase Requisition Form

SHIP8 INC.

DATE 12/20/23
 WHS LOCATION WDC
 DEPARTMENT Maintenance

SUPPLIER / VENDOR:

NAME HCI Systems INC.
 ADDRESS 1168 West National Drive Ste. 70
Sacramento, CA 95834
 CONTACT Cody Conrad
 TEL NO. 1-877-331-2084

SHIP TO:

NAME SHIP8 INC.
 ADDRESS 2222 East Beamer Street
Woodland, CA 95776
 CONTACT Alex Gonzalez
 TEL NO. 530-669-5991

ITEM	DESCRIPTION	UNIT PRICE	QTY	EXTENDED \$\$	REMARKS/PURPOSE	CODING (ACCT USE ONLY)
	Replace Tamper Switch	\$ 1,275.00	1	\$ 1,275.00		
		\$ -		\$ -		
		\$ -		\$ -		
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		\$ -		\$ -		
		\$ -		\$ -		
ESTIMATED TOTAL				\$ 1,275.00		

Check box if attaching quote

REQUESTER SIGNATURE: _____
 WAREHOUSE DIRECTOR SIGNATURE: Alex Gonzalez
 SHIP8 PRESIDENT SIGNATURE: _____
 E&E CONTROLLER SIGNATURE: _____
 IT AUTHORIZER (SOFTWARE & HARDWARE): _____

DATE: _____
 DATE: 12/20/23
 DATE: _____
 DATE: _____
 DATE: _____

FOR OFFICE USE ONLY

ORDER DATE: _____	ORDERED BY: _____
ETA DATE: _____	ORDERED AMOUNT: _____
PAYMENT METHOD: (Please check one)	
<input type="checkbox"/> OPEN ACCOUNT (VENDOR BILL)	<input type="checkbox"/> Provides REQ # to vendor for invoicing, submit approved requisition form to A/P for payment process
<input type="checkbox"/> COD / PREPAID	<input type="checkbox"/> Submit approved requisition form and vendor invoice to Controller for COD/prepaid check
<input type="checkbox"/> COMPANY CREDIT CARD / CARD HOLDER	<input type="checkbox"/> Submit approved requisition form and receipt to Credit Card Holder
<input type="checkbox"/> EMPLOYEE CREDIT CARD / CHECK	<input type="checkbox"/> Attach approved requisition form and receipt to employee's expense report for reimbursement.

NOTES / INSTRUCTIONS (Not part of printed form)

Please select and thoroughly review the below linked

Warehouse Purchases and Approval Policy - Mar 2023

This form is required for all SHIP8 INC. purchase requests

Fill out form in its entirety

Confirm pricing with the vendor

Obtain all appropriate approvals

Download/Save completed form as a pdf (include quote if applicable)

Email PDF to AP.SHIP8@SHIP8.com

Upload a copy of the signed PDF to the Purchase Req Forms
folder on the Google Drive to relevant location

Once product is received, upload POD to the shared drive

so that payment to the vendor can be processed

S:\POD Public File



M Gmail

Search in mail



99+

Compose

Mail

Inbox 280

Chat

Starred

Meet

Snoozed

Sent

Drafts

More

Labels

23121481 HCI Inbox x



Christine Jenkins

Hi Alex Can you confirm that invoice I0062065 for PO 23121481 was completed? Christine Jenkins Purchasing Coordinator



Alex Gonzalez

to me

Hi Christine – confirmed complete.



SHIP8 INC.

Alex Gonzalez
Director of Operations
2222 East Beamer St.
Woodland, CA 95776

O:530.669.5991 x 116 C:916.897.7622

Thank you.

Thank you for following up.

Thank you for the update.

Reply

Forward



Service Order Repair Invoice

1354 South Parkside Place
Ontario, CA 91761
(909) 628-7773

Invoice Number:	I0062065
Invoice Date:	01/15/2024

Customer:	Ship8 INC
Customer ID:	SHIP8INC
Bill to Address:	45875 Northport Loop East Fremont CA 94538

Site:	Ship8 INC-2222 Beamer
Site ID:	222EBE01
Site Address:	2222 East Beamer Street Woodland CA 95776

Service Order #	PO #	Request Type	Department #	Terms
SV2312280024	23121481	Fixed Price Job	802 - Service - Sacramento	Net 30

Ordered By:
Alex Gonzalez

Service Order Description:
Replace Tamper Switch on PIV #1 & #15

Service Order Resolution:
1/3/2024 1:39 PM Ancelmo Valadez: Replaced 2 PIV tamper switches.

Description	Unit Price	Extended
Fixed Price Job	\$1,275.00	\$1,275.00
TOTAL AMOUNT DUE		\$1,275.00