

PURCHASE ORDER



E&E CO., LTD.

PO No.

PO Date

Page

24030328

03/22/2024

1 OF 1

45875 NORTHPORT LOOP EAST  
FREMONT, CA 94538  
UNITED STATES

ORDER FROM

100994

ZORO TOOLS, INC DBA ZORO  
909 ASBURY DR.  
BUFFALO GROVE, IL 60089  
US

SHIP TO

ZAGAM(7800),  
ZAGAM  
ATTN: JAMES BURFORD  
2101 MILLERS FERRY ROAD  
WILMER, TX 75125  
UNITED STATES

Buyer

Purchasing Dept

Terms

30 days

FOB

FOB Origin

Ship Via

Best possible

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	G1352452	Fine Fissured Ceiling Tile, 24 in W x 48 in L, 12 PK	3.00	Each	119.99	359.97
2	FRT001	Shipping	1.00	Each	120.00	120.00

Total Extended Price =

479.97



You now qualify for FREE shipping on orders over \$50.



Cart

Search by keyword or model #



## Shopping Cart (3 Items)

Fine Fissured Ceiling Tile, 24 in W x 48 in L, 12 PK

**\$359.97**

(\$119.99 each)



In Stock



More Info

REMOVE

SAVE FOR LATER

## Order Summary

Subtotal (3 Items)

**\$359.97**

Shipping

\$120.00

Tax

\$0.00

Final Shipping & Tax calculated in checkout.

**Cart Items: 3 | Subtotal: \$359.97**

Checkout



James Burford <james.burford@ship8.com>

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## Wilmer TX - Repairs needed - Approval requested

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Jessica Jeng <jessica.jeng@jlahome.com>

Thu, Mar 21, 2024 at 1:32 PM

To: James Burford <james.burford@ship8.com>, Nancy Hattersley <nancy.hattersley@jlahome.com>

Cc: Ron Capranos <ron.capranos@ship8.com>, Flora Chu <flora.chu@jlahome.com>

Hi James:

Please see my notes in below

Regards,

**Jessica Jeng**

Corporate Controller

E & E Co. LTD dba JLA Home

(510) 490-9788 x 458

(510) 403-7240 (direct)

jessica.jeng@jlahome.com

**From:** James Burford [mailto:james.burford@ship8.com]

**Sent:** Wednesday, March 20, 2024 11:04 PM

**To:** Nancy Hattersley; Jessica Jeng

**Cc:** Ron Capranos

**Subject:** Wilmer TX - Repairs needed - Approval requested

Nancy/Jessica,

While onsite this week I noticed some things that I need to get repaired/replaced. Please advise if you approve of each of these repairs. These are in relation to the fire system as well as recent roof leaks.

1) The Fire Pump Room Door handle is damaged, unless someone was trying to break in, this would have been caused by our Fire Company or Fuel refill company. I am unable to determine either way. I propose replacing the handles so that this pump room does not become inaccessible. **Approved**

- Cost of replacement is estimated @ \$ **447.20 + tax**

- This will need to be put on the CC as we do not have any credit terms with this company.

- Purchase request is attached

2) There have been multiple ceiling tiles with water damage caused by previous roof leaks. There were also HVAC leaks that damaged tiles, but I am not accounting for these as they should be replaced by the tenant. The ones I am looking to replace were caused by Roof leaks. **Approved**

- Cost of replacement tiles estimated @ \$ 479.97 + tax - This is the cheapest I have found.
- We have credit terms already set up with this company.
- Purchase request is attached

**3)** The Fire Lane Lines need to be repainted, they are completely worn off in many areas. They are supposed to be well maintained, legible and left clear of any obstructions. **Include in the warranty list/go thru with Matt/Mike Goss**

- This was one of my 1 year walkthrough complaints that still has not been addressed. These lines were wearing off in many areas within 1 year after they were painted.

- Let me know if you want me to get quotes for this or go through Alston/Mike Goss on this matter.

**4)** Fire Extinguisher Ground Reflective Markers. We have several that are missing their reflective markers. We can purchase replacements with the adhesive pads & install the next time I am out or get this quoted with the fire lane striping. **NFI should maintain in good shape, not Landlord's responsibility**

[Redacted]

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