

**SHIP8, INC.**

ATTN: ACCOUNTS PAYABLE  
45875 NORTHPORT LOOP EAST  
FREMONT, CA 94538  
US

AP.SHIP8@SHIP8.COM

PO No.

24030327

PO Date

03/21/2024

Page

1 OF 1

**ORDER FROM**

100978

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

**SHIP TO**

WDC(4000),  
SHIP8, INC.  
ATTN: ALEX GONZALEZ  
2222 EAST BEAMER STREET  
WOODLAND, CA 95776  
US

**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	BLD005-FIRE	REPLACE LEAKING PIPE	1.00	Each	1,200.00	

*JW. 4-29-24*

Total Extended Price =



# Purchase Requisition Form

## SHIP8 INC.

DATE 3/21/24  
 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 leaking pipe	\$ 1,200.00	1	\$ 1,200.00		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
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		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
<b>ESTIMATED TOTAL</b>				<b>\$ 1,200.00</b>		

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: 3/21/24  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

ORDER DATE: _____	ORDERED BY: _____
ETA DATE: _____	ORDERED AMOUNT: _____
<b>PAYMENT METHOD: (Please check one)</b>	
<input type="checkbox"/> OPEN ACCOUNT (VENDOR BILL)	<input type="checkbox"/> Provide <b>REQ #</b> 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



Search in mail



- Compose
- Mail
- Inbox 340
- Starred
- Snoozed
- Sent
- Drafts
- More

Labels

Invoice I0073705 Inbox x

**C** **Christine Jenkins**  
 Good morning Alex Please take a look at the attached invoice and confirm if the work was completed. Christine Jenkins Pure

**A** **Alex Gonzalez**  
 to me  
 Good morning Christine – Confirmed.



**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.
- Confirmed, thank you!
- Job completed.

- Reply
- Forward

4-29-24



**Service Order Repair Invoice**

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

<b>Invoice Number:</b>	10073705
<b>Invoice Date:</b>	04/25/2024

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

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

Service Order #	PO #	Request Type	Department #	Terms
SV2404010041	24030327	Fixed Price Job	802 - Service - Sacramento	Net 30

**Ordered By:**

Alex Gonzalez

**Service Order Description:**

. Replace Leaking Pipe (Security)

**Service Order Resolution:**

4/15/2024 Ancelmo Valadez: Replaced leaking 3 inch pipe

Description	Unit Price	Extended
Fixed Price Job	\$1,200.00	\$1,200.00
<b>TOTAL AMOUNT DUE</b>		\$1,200.00