

**SHIP8, INC.**

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

AP.SHIP8@SHIP8.COM

**ORDER FROM**

100349

THE GROWING COMPANY

SACRAMENTO, CA 95829

**SHIP TO**

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

**Buyer**

Purchasing Dept

**Terms**

Net 30 Days

**FOB**

FOB Origin

**Ship Via**

Best possible

**Page**

1 OF 1

**PO Date**

09/03/2024

**PO No.**

24090993

**Extended Price**

**Unit Price**

**UOM**

**Qty Ordered**

**Vendor Item Description**

**Vendor Item No**

**Libe No.**

1

BLD007

BLD007-LANDSCAPE - trouble shoot  
irrigation issues

1.00

Each

200.00

*JMW*

Total Extended Price =



# Purchase Requisition Form

DATE 9/3/24  
 WHS LOCATION WDC  
 DEPARTMENT Maintenance

## SHIP8 INC.

**SUPPLIER / VENDOR:**

NAME Growing Co.  
 ADDRESS 4 Wayne court ste# 3  
 CONTACT Sacramento, CA  
 TEL NO. 916-379-9088

**SHIP TO:**

NAME SHIP8 INC  
 ADDRESS 221 Hanson Way  
 Woodland, CA 95776  
 CONTACT Alex Gonzalez  
 TEL NO. 916-897-7622

ITEM	DESCRIPTION	UNIT PRICE	QTY	EXTENDED \$\$	REMARKS/PURPOSE	CODING (ACCT USE ONLY)
	trouble shoot irrigation issues	\$ 200.00	1	\$ 200.00		
				\$ -		
				\$ -		
				\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
<b>ESTIMATED TOTAL</b>				<b>\$ 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: 9/3/24  
 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)	→ Provide REQ # to vendor for invoicing, submit approved requisition form to A/P for payment process
<input type="checkbox"/> COD / PREPAID	→ Submit approved requisition form and vendor invoice to Controller for COD/prepaid check
<input type="checkbox"/> COMPANY CREDIT CARD / CARD HOLDER	→ Submit approved requisition form and receipt to Credit Card Holder
<input type="checkbox"/> EMPLOYEE CREDIT CARD / CHECK	→ 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

AG  
To: Christine Jenkins

Good morning Christine – Yes, this is complete.



**SHIP8 INC.**  
Alex Gonzalez  
Director of Operations  
2222 East Beamer Street  
Woodland, CA 95776

O: 530-669-5991 C: 316-897-7622

Thank you!

Great, thank you so much!

Great, thanks for confirming!

← Reply

→ Forward

9-17-24

Christine Jenkins  
To: Alex Gonzalez

Hi Alex

Has PO 24090993 been completed?



THE  
GROWING  
COMPANY  
*Proactive care for  
commercial landscapes*

# INVOICE

**Billing Inquiries Contact**  
916-379-9088

**Bill To:**  
SHIP8 INC.  
45875 Northport Loop East  
Fremont, CA 94538

**Invoice Date** 09/13/2024  
**Due Date** 09/13/2024  
**Invoice Number** CD50450415  
**Terms of Payment** Due upon Receipt  
**Customer Number** 45493

**Remit Payment To:**  
P.O. Box 102180  
Pasadena, CA 91189-2180

**Service Location:**  
221 Hanson Way & 2222 E. Beamer Street  
2222 E. Beamer Street  
Woodland, CA 95776

Customer PO	WO Number Contract Number	Date	Description	Quantity	Unit Price	Amount
24090993	251245		Investigate Irrigation Issues after Controller Install	1.00 ea	\$ 200.00	\$ 200.00

**Scope of Work:**

Thank you for allowing The Growing Company the opportunity to provide you with this proposal. We propose to provide all labor, material, and equipment necessary to complete the following scope of work with the noted qualifications and exclusions.

After installation of New Irrigation Controller; the tech noticed there to be a few irrigation issues that this controller covers. We are proposing to take some time to investigate the issues.

After further investigation tech will report findings and we will update with quotes for repair.

Sub Total	\$	200.00
Tax	\$	0.00
<b>Total Due</b>	<b>\$</b>	<b>200.00</b>

Contractor License #1088763

Past due amounts subject to finance charge of 1 1/2% per month which is an annual percentage rate of 18% or the maximum lawful rate, may be assessed on any amount due, which remains unpaid past the time frame on the specific terms within the above invoice, after applying payments and credits. When remitting payment please reference your Customer and Invoice Number. All ancillary invoices are due upon receipt.