

SHIP8, INC.

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

AP.SHIP8@SHIP8.COM

ORDER FROM

101144

PEARCE HEATING & AIR CONDITIONING, INC.
PO BOX 1199
WINTERS, CA 95694
US

SHIP TO

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

Buyer

Purchasing Dept

Terms

30 days

FOB

FOB Origin

Ship Via

Best possible

Page

1 OF 1

PO Date

01/14/2025

PO No.

25010045

Extended Price

Unit Price

UOM

Qty Ordered

Vendor Item Description

Vendor Item No.

Line No.

1,667.17

Each

1.00

OA Express office nterface Board Thermostat - Ignitor

1

JW

Total Extended Price =



Purchase Requisition Form

SHIP8 INC.

DATE 1/13/25
 WHS LOCATION WDC
 DEPARTMENT Maintenance

SUPPLIER / VENDOR:

NAME Pearce Heating & Air Conitioning
 ADDRESS _____
 CONTACT _____
 TEL NO. _____

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)
	Interface Board Thermostat - Ignitor	\$ 1,667.17	1	\$ 1,667.17	OA Express office	
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
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		\$ -		\$ -		
		\$ -		\$ -		
ESTIMATED TOTAL				\$ 1,667.17		

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: 1/13/25
 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)	→ 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

Re: Heater in our office

From Alex Gonzalez <alex.gonzalez@ship8.com>

Date Mon 1/27/2025 11:15 AM

To Christine Jenkins <christine.jenkins@ship8.com>; James Burford <james.burford@ship8.com>; Frank Staudenraus <frank.staudenraus@oaexpress.com>; susie cassidy <susie.cassidy@oaexpress.com>

Cc Edward Vega <edward.vega@ship8.com>

Hi Christine - Yes, completed.

Alex Gonzalez



SHIP8 INC.

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

O: 530-669-5991 **C:**916-897-7622

From: Christine Jenkins <christine.jenkins@ship8.com>

Sent: Monday, January 27, 2025 8:13 AM

To: Alex Gonzalez <alex.gonzalez@ship8.com>; James Burford <james.burford@ship8.com>; Frank Staudenraus <frank.staudenraus@oaexpress.com>; susie cassidy <susie.cassidy@oaexpress.com>

Cc: Edward Vega <edward.vega@ship8.com>

Subject: Re: Heater in our office

Alex

Was PO 25010045 completed?



Pearce Heating & Air Conditioning, Inc.
 PO BOX 1199, Winters, CA 95694 United States
 (530) 795-4300

BILL TO

Ship 8 Inc.
 2222 East Beamer Street
 Woodland, CA 95776 USA

INVOICE 53173570	INVOICE DATE Jan 21, 2025
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JOB ADDRESS

Ship 8 Inc.
 2222 East Beamer Street
 Woodland, CA 95776 USA

Completed Date:
Payment Term: Net 30

TASK	DESCRIPTION	QTY	PRICE	TOTAL
Defrost Control Board	Replace Interface Board	1.00	\$852.00	\$852.00
Advanced Thermostat	Install Advanced Thermostat - T6	1.00	\$384.61	\$384.61
Hot Surface Ignitor	Replace Hot Surface Ignitor	1.00	\$430.56	\$430.56
Notes	PO 25010045	1.00	\$0.00	\$0.00

MEMBER SAVINGS	\$184.50
SUB-TOTAL	\$1,667.17
TAX	\$0.00
TOTAL DUE	\$1,667.17
BALANCE DUE	\$1,667.17

Thank you for choosing Pearce Heating & Air Conditioning, Inc.

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.