

**SHIP8, INC.**

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

PO No. 26040424  
PO Date 04/06/2026  
Page 1 OF 1

**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

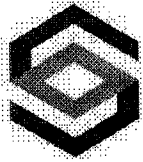
**Ship Via**

Best possible

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	BLD003-HVAC	BLD003-HVAC Add refrigerant	1.00	Each	401.96	

*4.9*  
*Incl.*

Total Extended Price =



# Purchase Requisition Form

## SHIP8 INC.

SUPPLIER / VENDOR:

NAME Pearce Heating & Air Conditioning  
 ADDRESS  
 CONTACT  
 TEL NO.

DATE 4.6.26  
 WHS LOCATION WDC  
 DEPARTMENT Maintenance

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)
Parts	Add refrigerant	\$ 401.96	1	\$ 401.96	data room	
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
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		\$ -		\$ -		
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		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
<b>ESTIMATED TOTAL</b>				<b>\$ 401.96</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: 4/6/26  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

ORDER DATE: \_\_\_\_\_ ORDERED BY: \_\_\_\_\_  
 ETA DATE: \_\_\_\_\_ ORDERED AMOUNT: \_\_\_\_\_  
 PAYMENT METHOD: (Please check one)  
 OPEN ACCOUNT (VENDOR BILL)  Provide REQ # to vendor for invoicing; submit approved requisition form to A/P for payment process  
 COD / PREPAID  Submit approved requisition form and vendor invoice to Controller for COD/prepaid check  
 COMPANY CREDIT CARD / CARD HOLDER  Submit approved requisition form and receipt to Credit Card Holder  
 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

Job #74591878

## Part Install Completion Form

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**Customer Name**

Ship 8 Inc.

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**Address**

2222 East Beamer Street, Woodland, CA 95776 USA

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**Date**

2026-04-09

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**Technician**

Jason D.

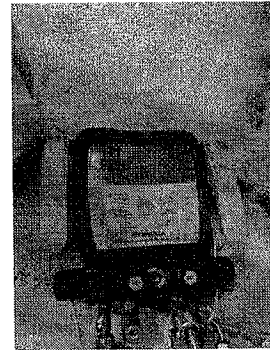
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**Description of Work Completed/Job Notes**

Re- charged mini split

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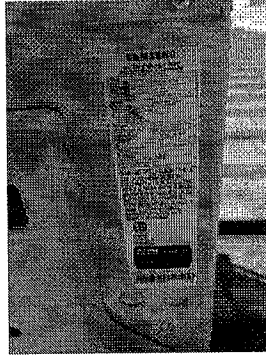
**Picture of Installed Part**



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**Picture of the Data Plate.**

This is a picture of the Data Plate from the equipment where the component was replaced, repaired or cleaned.



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**Any Additional Customer Expectations or Notes**

Did a visual inspection for leaks did not find any oil anywhere if problem persists we will need to pressure test system locate leak and repair



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

<b>INVOICE</b> 74591878	<b>INVOICE DATE</b> Apr 09, 2026
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**JOB ADDRESS**

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

**Completed Date:**  
**Payment Term:** Net 30

**DESCRIPTION OF WORK**

Ship 8 PO 26040424

TASK	DESCRIPTION	QTY	PRICE	TOTAL
R410A	R410A Refrigerant - Per Pound	4.00	\$100.49	\$401.96

<b>MEMBER SAVINGS</b>	\$39.64
<b>SUB-TOTAL</b>	\$401.96
<b>TAX</b>	\$0.00
<b>TOTAL DUE</b>	\$401.96
<b>BALANCE DUE</b>	\$401.96

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.