



# invoice

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## ROOFING & SHEET METAL COMPANY

P.O. BOX 1231, CHARLESTON, WV 25324 • TELEPHONE (304) 755-8135 • FAX: (304) 755-5275 WV CONTRACTORS LICENSE NO. WV000104  
EMAIL: [charleston@tri-stateservice.com](mailto:charleston@tri-stateservice.com) • WEBSITE ADDRESS: [www.tri-stateservicegroup.com](http://www.tri-stateservicegroup.com)

SOLD TO: CMI MANAGEMENT  
ATTN: AP  
5385 SHAWNEE RD, STE 510  
ALEXANDRIA, VA 22312

SHIP TO: US ARMY RESERVE  
OMS SHOP  
748 N. JEFFERSON ST  
LEWISBURG, WV

	PURCHASE ORDER NO.	SHIP VIA	SHIP DATE	TERMS
	17977			NET 30 DAYS

Job # 816399 US ARMY RESERVE OMS SHOP

PERFORM ROOF REPAIRS PER ATTACHED WORK ORDER.

This billing includes all costs and markups to perform the work as described including labor, material, taxes, supervision, insurance, tools and equipment, shop and warehouse expenses, vehicular cost, record keeping, dump charges and environmental compliance.

A 4.5% CREDIT CARD FEE WILL BE CHARGED FOR ALL CREDIT CARD PAYMENTS.

WE APPRECIATE YOUR BUSINESS!

SALE AMOUNT	393.71
MISC. CHARGES	
SALES TAX	27.56
FREIGHT	
TOTAL	421.27

# TRI-STATE ROOFING & SHEET METAL COMPANY

P.O. Box 1231 Charleston, WV 25324 | (304) 755-8135, FAX (304) 755-5275 | Contractor Lic. # WV000104 | Website: www.tri-stateservicegroup.com

DATE 1-30-25

## ROOFING WORK ORDER

JOB # 816399



I CUSTOMER CMI  
 N MFG JOB # \_\_\_\_\_  
 V PO # 17977  
 O ADDRESS \_\_\_\_\_  
 I CITY / STATE \_\_\_\_\_  
 C PHONE 703-738-5302  
 E CONTACT Reginald Cook  
 T CALL FOR APPT: ☐ No ☐ Yes

BLDG NAME U.S. Army Reserve  
 W ROOF AREA(S) OMS Shop  
 O ADDRESS 748 N. Jefferson St  
 R CITY/STATE Lewisburg WV  
 K CONTACT \_\_\_\_\_  
 A PHONE # (SITE) \_\_\_\_\_  
 T PHONE # (CELL) \_\_\_\_\_  
 Emergency Response? \_\_\_\_\_

ROOF TYPE ☐ EPDM ☐ PVC ☐ TPO: ☐ Adhered ☐ Ballast ☐ M.A.S. ☐ METAL: ☐ S.S. ☐ Lap  
☐ BUR ☐ MOD-BIT: ☐ Gravel ☐ Smooth ☐ Granulated ☒ SHINGLE ☐ SLATE ☐ TILE

Customer Description of Problem: Shingles are lifting, some are missing and need replaced

### ROOF DRAWING

### DESCRIPTION OF REPAIRS/WORK PERFORMED

#### Roof Service

- ☐ Drains
- ☒ Inspected
- ☐ Cleaned
- ☒ Gutter
- ☐ Inspected
- ☐ Cleaned
- ☒ Downspout
- ☐ Inspected
- ☐ Cleaned
- ☒ Field
- ☐ Perimeter
- ☐ Edge metal
- ☐ Coping
- ☐ Flashing
- ☐ Wall
- ☐ Curb
- ☐ Cntr Flash
- ☐ Wall
- ☐ Curb
- ☐ Ceiling Tile



Replaced missing shingles  
Inspected all  
Drains and downspouts and  
gutters  
Found no issues on EPDM  
roof

QTY	MATERIAL DESCRIPTION	QTY	MATERIAL DESCRIPTION	QTY	MATERIAL DESCRIPTION
<u>1 lb</u>	<u>1 1/2" Roofing nails</u>	<u>✓</u>			
<u>1</u>	<u>Tube G.P. Sealant</u>	<u>✓</u>			

SERVICE TECHNICIAN	WEATHER	TEMP	START DATE	FINISH DATE
<u>Steve Facemyer</u>	<u>0</u>	<u>50°</u>	<u>2-3-25</u>	<u>2-3-25</u>

WEATHER CODE: Sunny (S) Rain (R) Snow (SN) WINDY (W) OVERCAST (O) DRIZZLE (D) ICE (I)

TECH RECOMMENDATIONS: \_\_\_\_\_

- ☐ Billable T & M
- ☐ Manufacturer's Wty.
- ☐ Tri-State Wty.
- ☐ Work in Progress
- ☒ Complete

[Signature]  
 Customer Signature

Tri-State Roofing & Sheet Metal will make repairs to localized areas that appear to be the source of leaks and will make a good faith effort to locate and try to stop leaks. Tri-State Roofing & Sheet Metal does not warrant that further leaks will not occur. Depending upon the condition, age and type of roof, future leaks may well be expected. Tri-State Roofing & Sheet Metal is not responsible for indoor air quality, interior or consequential damages, including mold, mildew, loss of use, damage to personal property, personal injury or claims from building occupants.



### CERTIFICATION OF WORK

(To be completed by the Contractor and saved in the Contractor's CMMS)

**FACID/Building:** \_\_\_\_\_ **Date of Visit:** \_\_\_\_\_

**Contractor Personnel on Site:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Work Performed:**

**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. Replaced missing Shingles Inspected gutter  
Drains and Downspouts

**Service Calls** – Service Call Number and Description

1. **CSS# / WO#** 17977  
2. CSS# \_\_\_\_\_  
3. CSS# \_\_\_\_\_

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### CERTIFICATION OF WORK

**To be signed by the Contractor:**

Print Name: Steve Facemyer Date: 2-3-25

Signed: 

**To be signed by Facility Manager:**

By signing the Certification of Work, I certify that the above-named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed. This is **NOT** a Certification that the Work was performed correctly – The COW simply verifies that that someone representing the Contractor was onsite and accomplished something

Print Name/Rank: D. TROTT Date: \_\_\_\_\_

Signed: 

E-Mail: \_\_\_\_\_