



Purchase Order/Expense Voucher Form

Voucher No: \_\_\_\_\_  
Purchase Order No: \_\_\_\_\_

☐ Purchase Order

☒ Expense Voucher

Vendor Name: Overhead Door	Vendor Code:
Voucher Date: 1/14/19	Invoice Number: See Below
Address: 400 Poplar Street Pittsburgh, PA 15223	Invoice Date: See Below
	Due Date: UPON RECEIPT
	Ship to: SAME AS ADDRESS
Phone Number: 412. 781. 4000	
Vendor Terms: NET 30 DAYS	Bill to: SAME AS ADDRESS

Billable (Y/N).	Date	Item Description or Destination	Sub-Total	Amount
Y	12/13/18	PA013 – CSS #16166 – CMI #6407 – Invoice # 304440		\$450.00
TAX:				
(LESS) COMPANY CREDIT CARD:				
P.O. not to exceed:				
TOTAL: (Due to Employee / Vendor)				\$450.00

Bernard Koblinsky

Voucher Completed by:

508301

Employee No.

1/14/19

Date

Supervisor Signature:

Employee No.

Date

Checked By:

Program Manager/Assistant Program Manager Signature:

Employee No.

Date

Reviewed By:

Vice President, Administration Signature:

Employee No.

Date

The Genuine. The Original.



NATIONWIDE  
SALES - SERVICE - INSTALLATION



# INVOICE

Invoice #: **304440**

Date: **12/13/18**

**Bill To:**

**CMI MANAGEMENT  
PRODUCTION CONTROL  
5285 SHAWNEE ROAD, SUITE 510  
ALEXANDRIA, WV 22312**

**Ship To:**

**US ARMY RESERVE  
110 S-S 360 EVANS CITY ROAD  
BUTLER, PA 16001-2795**

Customer PO #	Customer Phone	Sales Representative	* Terms	Factory Ack.	Job #
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WO # 6407 / PA013

SERVICE

UPON RECEIPT

CMI/ARM

96068

**Description**

**Total**

11/6 - LABOR AND MATERIAL TO REPLACE ONE (1) COIL CORD AND  
PNEUMATIC SWITCH. TEST OPERATIONS.

450.00

LABOR - 4.0 MAN HOURS @ 98.00 = \$392.00

MATERIAL - STOCK  
(1) COIL CORD - \$58.00

Invoice subtotal 450.00

Invoice total 450.00

\*NOTE: Late payments shall incur an additional charge of 1-1/2% interest  
per month or fraction thereof.

**Bal. Due**

**450.00**

**Thank You**

OVERHEAD DOOR COMPANY OF GREATER PITTSBURGH - 400 POPLAR STREET - PITTSBURGH, PA 15223  
PHONE 412-781-4000 FAX 412-781-2446

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"OVERHEAD DOOR"  
SCISSOR LIFT OR  
FORK LIFT USED:

NONE (X)  
ONE ( ) BOTH ( )

DESCRIPTION OF WORK PERFORMED 1st CALL

Cust # 0009862 SUSAN  
Date: WO#  
PO # 11/2/2018 Door # 96068  
Name: 6407  
US Army Reserve  
#110 S-S 360 Evans City Road  
Butler PA 16001-2795  
Contact: Phone:  
Bill to: Joe @ CMI 703-738-5304  
CMI Management  
Production Control  
5285 Shawnee Road Suite 510  
Attn: Alexandria WV 22312

Replaced (1) 4 wire coil cord on  
(1) Miller air switch. Reversing edge  
is wired in through 3 button station.  
Required 3wires for Safety operation

JOB COMPLETED YES (X) NO ( ) ACCEPTED BY: [Signature]

DESCRIPTION OF WORK PERFORMED 2nd CALL

NATURE OF CALL:

Door not closing with P/B.  
Can be closed manually

JOB COMPLETED YES ( ) NO ( ) ACCEPTED BY:

DESCRIPTION OF WORK PERFORMED 3rd CALL

Upon inspection our service technician recommends:

JOB COMPLETED YES ( ) NO ( ) ACCEPTED BY:

QUANTITY MATERIAL DESCRIPTION AMOUNT

1	4 wire coil cord	
1	Miller pneumatic switch.	

Recommendations approved by:

Email quote to:

Recommendations NOT approved by:

PRINT NAME

Date:

	1st CALL	2nd CALL	3rd CALL	AMOUNT
DATE	11/6/18			TOTAL MATERIAL
IN	11:45			SERVICE CHARGE
OUT	1:41			LABOR
TRAVEL				OVERTIME
MECH	Don K			TOTAL DUE
MECH	Rob V			

OVERHEAD DOOR COMPANY OF GREATER PITTSBURGH - 400 POPLAR STREET - PITTSBURGH, PA 15223  
PHONE 412-781-4000 FAX 412-781-3217 service@ohdpgh.com

OFFICE