

# PURCHASE ORDER

No. \_\_\_\_\_

TO 6413 Willoughby LLC	DATE 11/28/18
ADDRESS 6415 Willoughby	DATE REQUIRED
CITY, STATE, ZIP L.A CA 90038	TERMS
SHIP TO	HOW SHIPPED
ADDRESS	REQ. NO. OR DEPT.
CITY, STATE, ZIP	FOR

QUANTITY	DESCRIPTION	PRICE	UNIT
1	— Paint 2 bedroom + closet + touch-ups		
2	" upstairs bathroom + Fix cracks in		
3	— Replace light bulbs throughout <sup>ceilings</sup>		
4	— Remove lock from mailbox		
5	— caulk bathroom tub		
6	— Repair small items throughout the unit.		
7	— clean the unit out completely		
8	— Replace <del>the</del> electric covers		
9			
10	Parts + Labor included. \$620—		
11			
12			

<p><b>IMPORTANT</b></p> <p>PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES-PACKAGES, ETC. PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO COMPLETE ORDER BY DATE SPECIFIED.</p>	<p>PLEASE SEND INVOICE WITH ORIGINAL PURCHASE ORDER</p>
	<p>PURCHASING AGENT</p>

**ORIGINAL**