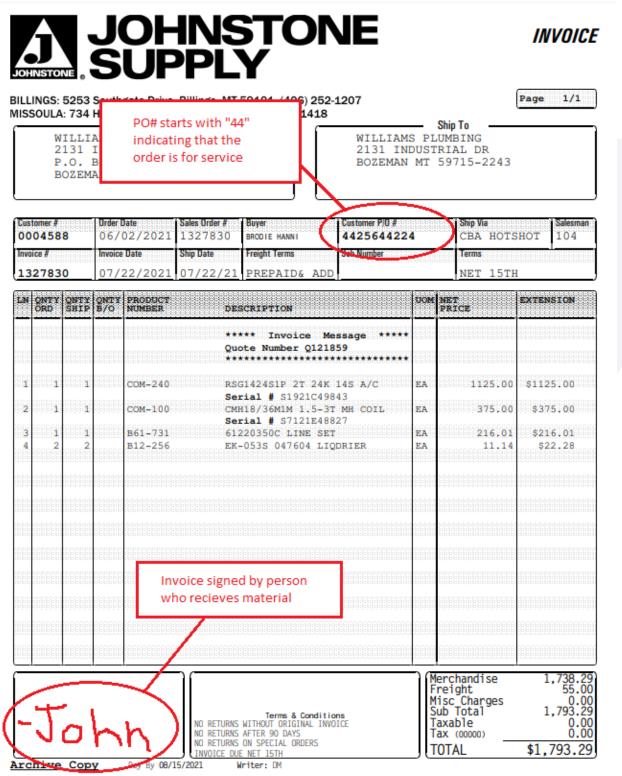


Service Receiving Orders

- 1. When material arrives, check that material matches packing slip (Service PO numbers will start with "44"
 - a. If material matches, initial packing slip and bring to Sarah Turvey's office
 - i. Stage small packages on shelf in Sarah Turvey's office with packing slip
 - Mark larger packages with a label that says "Service" and the date it was received. Stage in the Service staging area and place packing slip in Service tray
 - b. If material doesn't match, initial packing slip, document issue and explain the issue to Sarah Turvey
 - i. Place packing slip in service mailbox

BOZEMAN 2131 Industrial Dr. Bozeman, MT 59715 **406.587.0969** BILLINGS 4003 1st Ave S Billings, MT 59101 406.534.8075

Service Invoice Example



BOZEMAN 2131 Industrial Dr. Bozeman, MT 59715 **406.587.0969**

BILLINGS

4003 1st Ave S Billings, MT 59101 **406.534.8075**

Service Material Label Example



BOZEMANBILLINGS2131 Industrial Dr.4003 1st Ave SBozeman, MT 59715Billings, MT 59101 406.587.0969

406.534.8075