



## 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
    - ii. 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

## Service Invoice Example



**INVOICE**

BILLINGS: 5253 Southgate Drive, Billings, MT 59104 (406) 252-1207  
 MISSOULA: 734 H... 1418

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WILLIA 2131 I P.O. B BOZEMA	Ship To WILLIAMS PLUMBING 2131 INDUSTRIAL DR BOZEMAN MT 59715-2243
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PO# starts with "44" indicating that the order is for service

Customer # <b>0004588</b>	Order Date 06/02/2021	Sales Order # 1327830	Buyer BRODIE HANNI	Customer P/O # <b>4425644224</b>	Ship Via CBA HOTSHOT	Salesman 104
Invoice # 1327830	Invoice Date 07/22/2021	Ship Date 07/22/21	Freight Terms PREPAID& ADD	Job Number	Terms NET 15TH	

LN	QTY ORD	QTY SHIP	QTY B/O	PRODUCT NUMBER	DESCRIPTION	UOM	NET PRICE	EXTENSION
***** Invoice Message ***** Quote Number Q121859 *****								
1	1	1		COM-240	RSG1424S1P 2T 24K 14S A/C Serial # S1921C49843	EA	1125.00	\$1125.00
2	1	1		COM-100	CMH18/36M1M 1.5-3T MH COIL Serial # S7121E48827	EA	375.00	\$375.00
3	1	1		B61-731	61220350C LINE SET	EA	216.01	\$216.01
4	2	2		B12-256	EK-053S 047604 LIQDRIER	EA	11.14	\$22.28

Invoice signed by person who recieves material

-John

Terms & Conditions  
 NO RETURNS WITHOUT ORIGINAL INVOICE  
 NO RETURNS AFTER 90 DAYS  
 NO RETURNS ON SPECIAL ORDERS  
 INVOICE DUE NET 15TH

Merchandise	1,738.29
Freight	55.00
Misc Charges	0.00
Sub Total	1,793.29
Taxable	0.00
Tax (00000)	0.00
<b>TOTAL</b>	<b>\$1,793.29</b>

Archive Copy      Pay By 08/15/2021      Writer: DM

**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

