

Mechanical
Contractors



Sales &
Service

132 Milledgeville Hwy. • Gordon, Georgia 31031
Gordon (478) 628-5271 • Milledgeville (478) 452-1927 • Fax (478) 628-5606

December 16, 2019

To Whom It May Concern:

Springwood Warehouses, LLC is a valued customer of Sappe's Heating & Air, Inc. We have extended credit to this customer on net 30 day terms. All payments have been made in full and on time. The highest balance has been \$4,895. The current balance is zero. All amounts owing have been paid in full as of the date of this letter. We value our relationship with Springwood Warehouses, LLC and would welcome return business.

Sincerely,

SAPPE'S HEATING & AIR, INC.

A handwritten signature in black ink, appearing to read "Bryan W. Sappe", is written over the company name.

Bryan W. Sappe
Vice President

CHECK LIST		QUANTITY	ITEM OR PART DESCRIPTION
COMPRESSOR			
<input type="checkbox"/>	SUCTION _____ PSI		
<input type="checkbox"/>	HEAD _____ PSI		
<input type="checkbox"/>	VOLTS _____ AMPS		
<input type="checkbox"/>	ELECTRICAL CONNECTIONS		
<input type="checkbox"/>	CONTACTS TIGHT & CLEAN Y/N		
<input type="checkbox"/>	OIL LEVEL & CONDITION		
<input type="checkbox"/>	BURN OUT		
CONDENSER COIL			
<input type="checkbox"/>	CLEAN COIL & CHECK FIN COND.		
<input type="checkbox"/>	ENT _____ °F LVG _____ °F		
REFRIGERANT			
<input type="checkbox"/>	LEAK <input type="checkbox"/> CHARGE		
FAN AND MOTOR			
<input type="checkbox"/>	VOLTS _____ AMPS		
<input type="checkbox"/>	ELECTRICAL CONNECTIONS		
<input type="checkbox"/>	CONTACTS TIGHT & CLEAN		
<input type="checkbox"/>	FAN PULLEYS (ADJUST BELT)		
<input type="checkbox"/>	CHECK, LUB BEARINGS & MOTOR CFM		
EVAPORATOR COIL			
<input type="checkbox"/>	CLEAN COIL & CHECK FIN		
<input type="checkbox"/>	ENT DB _____ °F LVG DB _____ °F		
<input type="checkbox"/>	ENT WB _____ °F LVG WB _____ °F		
CONDENSATE AREAS			
<input type="checkbox"/>	INSPECT & CLEAN DRAIN PAN		
<input type="checkbox"/>	INSPECT & CLEAN DRAIN		
AIR FILTERS			
<input type="checkbox"/>	CLEANED <input type="checkbox"/> REPLACED		
<input type="checkbox"/>	FILTER SIZE _____		
HEATING ASSY.			
<input type="checkbox"/>	BURNER & HEAT EXCHANGER		
<input type="checkbox"/>	FUEL SUPPLY & PRESSURE		
<input type="checkbox"/>	PILOT ASSEMBLY		
<input type="checkbox"/>	FLAME ADJUSTMENT		
<input type="checkbox"/>	PRIMARY RELAY & FLUE		
<input type="checkbox"/>	FAN & LIMIT SWITCH OPER.		
<input type="checkbox"/>	BLOWER ASSEMBLY		
<input type="checkbox"/>	RV VALVE		
<input type="checkbox"/>	STRIP HEAT		
<input type="checkbox"/>	DEFROST CYCLE		
ELECTRICAL COMP'TS.			
<input type="checkbox"/>	RELAYS <input type="checkbox"/> CONTACTORS		
<input type="checkbox"/>	OVERLOAD <input type="checkbox"/> PRESS. SWITCH		
THERMOSTAT			
<input type="checkbox"/>	O.K. <input type="checkbox"/> REPLACE		
<input type="checkbox"/>	RELOCATE		

We wish to provide the highest level of professionalism and quality service along with the best customer assurance policy in the industry. Our service repair warranty policy is:

1. All parts replaced by us will be warranted to be free of defects for a period of **ONE YEAR**. Many service companies provide 30, 60 or 90 day warranties. We feel that the parts we install have been carefully selected and meet or exceed manufacturer specifications. For this reason we feel comfortable offering this excellent warranty. The labor to install the warranted part(s) is discussed in item #2 below.

2. Our repair labor is warranted for a period of **ONE YEAR**. This is the labor to repair or replace the part we installed in the initial repair, and not to correct other problems that may have arisen in the interim.

3. In the case of refrigerant (freon) leak repairs, our parts and labor warranty is as stated above with the following clarifications:

a. You are strongly urged to let the technician show you the location of the leak prior to and after the repair. If this is not possible due to attic or other inconvenient location, be sure the technician accurately describes the leak location on his service ticket. Our warranty is for the specific leak repaired.

b. Unfortunately, many times there can be more than one leak in a system. We may only locate one and complete an effective repair only to be called out again later and find another one. Our warranty on the previous leak repair would not cover the new one. However, if within 90 days of the first leak location, we will provide a no charge diagnostic and leak search. You will then only pay for the repair of the leak, just as you would have done if we had located it on the first trip.

ENVIRONMENT		CHECK		LIST	
R E F R I G E R A N T	CHRG. CODE	TYPE	SYSTEM	QTY.	
	①	RECOVERED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY.	
	②	RECYCLED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY.	
	③	RECLAIMED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY.	
	④	RETURNED TO THIS SYSTEM?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY.	
⑤	DISPOSAL	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY.		
		NON USEABLE		YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY.
		DISPOSAL		YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY.

© DONALD B. DUFFEY 1992 REG. NO. TX 1689 160 EQUIPMENT

CHANGED OUT (OR REPLACED)? YES ☐ NO ☐

DIS-MANTLED? YES ☐ NO ☐

REFRIGERANT DISPOSAL ☐

OUR PERSONNEL RECOMMEND: ☐

OWNER'S INITIALS

ACCEPTED ☐ DECLINED ☐

7-15-19

51211

Sappe's

Heating & Air Inc.

RESIDENTIAL • INDUSTRIAL • COMMERCIAL

132 MILLEDGEVILLE HWY. • GORDON, GA 31031
Gordon (478) 628-5271 • Milledgeville (478) 452-1927
Fax (478) 628-5606 GA. LICENSE # CN210308

NAME SPRINGWOOD WAREHOUSES LLC		E-MAIL	
STREET PO Box 250		PHONE	
CITY Durham	STATE GA	ZIP 30096	WK. PHONE OR CELL 770-354-4431
MAKE	MODEL	SERIAL NUMBER	<input type="checkbox"/> WARRANTY <input type="checkbox"/> CONTRACT <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> NORMAL <input type="checkbox"/> RES. <input type="checkbox"/> COMM.
JOB LOCATION XFO OFFICE			PRICE LINE

REPAIR NUMBER	DESCRIPTION	ACCEPT	DECLINE	SERVICE
38MGRQ30D	2 1/2 ton Heat Pump			4895 -
40MHHQ18	18K FAN UNIT			
40MHHQ12	12K FAN UNIT			
40MHHQ09	9K FAN UNIT			
	LINE SETS			

Our TRAINED PERSONNEL recommend:

PAID
7-29K

CUSTOMER REQUEST: DAVID SHAFER	CHK # 5110
TECHNICIAN SIGNATURE Cory Austin Cole	CERT. #
TOTAL OTHER CHARGES	

TERMS: DUE UPON COMPLETION		SUB-TOTAL	DIAG. CHARGE	TAX	TOTAL AMOUNT DUE
I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL & COMPLETE PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF.					4895 -
AUTHORIZED SIGNATURE					

ABOVE ORDERED WORK HAS BEEN COMPLETED AND I ACKNOWLEDGE RECEIPT OF MY COPY.

DATE **7-15-19**