

The Industrial Development Authority
of Russell County, Virginia
Agenda Packet
Thursday, September 8, 2016
Bonanza Family Restaurant
5:00 P.M.

Virginia Code

Closed Sessions 2.2-3711

- 1. Personnel**
- 3. Acquisition/Sale of Property**
- 4. Privacy of Individuals**
- 5. Prospective Business**
- 7. Legal**



September 8, 2016

AGENDA

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on September 8, 2016, at **Bonanza Family Restaurant**, Main Street, Lebanon, Virginia, and beginning at 5:00 PM.

- 1. Call to Order**
- 2. Roll Call**
- 3. Welcome Guests**
 - a. David Sutherland, Mayor of Cleveland**
 - b. Charles Willard (tentative)**
- 4. Approval of Minutes**
- 5. Approval of Financial and Treasurer's Report**
- 6. Committee Reports**
- 7. Attorney's Report**
- 8. Old Business**
 - a. Review Loans and Leases**
 - b. Daycare**
 - c. Adventure Outdoor – Cleveland**
 - d. DSS Lease**
 - e. Board Compensation**
- 9. New Business**
 - a. Update from Developer's Meeting & USDA Roundtable**
 - b. New Member Orientation**
- 10. Closed Session as permitted by Virginia Code #2.2-3711**
- 11. Adjourn Meeting**

Attachments

- a. Debt & Asset Schedule (Page A1)**

August 11, 2016

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on August 11, 2016, at the Holiday Inn, Lebanon, Virginia, and beginning at 5:00 P.M.

MEMBERS

PRESENT: Becki Joyce, Chairman
Roger Sword, Vice Chairman
Scott Gilmer, Member
Mike Hincer, Member
David Mullins, Member
Ernie McFaddin, Member
Carlton Elliott, Member

ABSENT: Richard Lockridge

STAFF: Katie Patton, Attorney
Lonzo Lester, County Administrator
Joey Gillespie, Advisor

GUESTS: Lou Ann Wallace, Board of Supervisors
Carl Rhea, Board of Supervisors
Jonathan Belcher, VCEDA
Jamie Oliver, Holiday Inn
David Wallace, Citizen

The Chairman called the meeting to order at 5:04 P.M.

Secretary called the roll and recorded the roll call.

REPORT FROM HOLIDAY INN

Mr. Jamie Oliver reported the Holiday Inn is doing well, and are planning some capital improvements. The Holiday Inn also wants to implement new marketing strategies to capture a larger market share. The Holiday Inn and VCEDA have reached an agreement on the payment terms of the note with Lebanon Inn LLC. Mr. Belcher with VCEDA will give the board further details of the agreement. Mr. Oliver looks for a bright future for the Holiday Inn.

REPORT FROM VCEDA

Mr. Belcher reported the lease payment agreement Lebanon Inn, LLC previously was based on 50% of net profit, which caused some misinterpretation. The new proposal will increase the regular payment by \$1,300.00 per month for a total of \$8,900.00 per month. Mr. Belcher asked for a letter from the IDA accepting the terms of the new lease.

Upon motion made by Roger Sword, second by Carlton Elliott and duly approved by the Industrial Development Authority of Russell County, Virginia approving the new lease agreement with Lebanon Inn LLC upon review by the Attorney.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

Mr. Belcher informed the board the utilities grant and building fund loan, for the shell building, is close to expiration and needs to be extended.

Upon motion made by Mike Hinchler, second by Roger Sword and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the attorney to prepare a letter of extension for the utilities grant and the building fund loan.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

Mr. Belcher gave the IDA board an overview of the purpose and vision of VCEDA.

PUBLIC COMMENT

Mr. David Wallace reported his desire to install a zip line facility on his property. This project would be in conjunction with Adventure Solutions US. The board suggested possible funding avenues; no action was taken at this time.

APPROVAL OF MINUTES

Upon motion made by Mike Hinchler, second by Roger Sword and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of July 21st meetings adding a footnote that only two BOS members were present simultaneously.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

FINANCIAL REPORT

Financial report was presented by Carlton Elliott

Upon motion made by Mike Hinchler, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of August 11, 2016 as presented and to pay all bills as presented with the following additions;

Thermco	\$669.97
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The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

ATTORNEY'S REPORT

The Attorney reported on the letter sent to Chuck Lessin of Appalachian Biofuels. The letter request the Tobacco Grant money to be returned by August 31, 2016.

The Attorney presented a draft of the Industrial Facilities Agreement with Mrs. Potts of the Daycare facility to be presented to Tru-Point Bank.

COMMITTEE REPORT

The property committee met with DSS to discuss the possibility of increasing the rent by \$300.00 per month. The IDA agrees to update the entrance to automatic doors for ADA compliance and other minor repairs.

Upon motion made by Roger Sword, second by Scott Gilmer and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Attorney to revise the lease reflecting the raise to \$6,700.00 per month.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

OLD BUSINESS

The Chairman will meet with Mr. Bill Kahl of Steel Fab to discuss their future.

AT&T is in need of chairs for a training center in order to hire new employees. The board discussed ways to possibly assist AT&T in meeting this goal.

CLOSED SESSION

Upon motion made by Roger Sword, second by Scott Gilmer and duly approved by the Industrial Development Authority of Russell County, Virginia to go into Closed Session as permitted by, VA Code#2.2-3711 (1) Personnel (3) Property (7) Legal Counsel.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

RECONVENE TO PUBLIC SESSION

Upon motion made by Mike Hinchler, second by Scott Gilmer, and duly approved by The Industrial Development Authority of Russell County, Virginia, the Chairman called the meeting back into regular session and requested the "Certification Motion after reconvening in Public Session".

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

CERTIFICATION AFTER RECONVENING IN PUBLIC SESSION

The Industrial Development Authority of Russell County, Virginia hereby certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provision of the Virginia Freedom of Information Act cited in that motion.

The Roll Vote Was:

Becki Joyce	Yes	Ernie McFaddin	Yes
Carlton Elliott	Yes	Davis Mullins	Yes
Scott Gilmer	Yes	Roger Sword	Yes
Mike Hinchler	Yes	Richard Lockridge	Absent

ADJOURNMENT

Upon motion made by Mike Hinchler, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia to adjourn this meeting to reconvene August 29, 2016 at 5:00 PM at the VCEDA conference room.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

August 29, 2016

The August 11, 2016 meeting of the Industrial Development Authority of Russell County, Virginia was reconvened on August 29, 2016, at the VCEDA Conference Room, Lebanon, Virginia, and beginning at 5:00 P.M.

MEMBERS

PRESENT: Becki Joyce, Chairman
Roger Sword, Vice Chairman
Scott Gilmer, Member
Mike Hincer, Member
David Mullins, Member
Ernie McFaddin, Member
Carlton Elliott, Member

ABSENT: Richard Lockridge

STAFF: Ben Chafin, Attorney

GUESTS: Jonathan Belcher, VCEDA
Chuck Lessin, Appalachian Biofuels
Payton Johnson, Appalachian Biofuels
Dean Price, Biodiesel 4 Schools

The Chairman called the meeting to order at 5:07 P.M.

Secretary called the roll and recorded the roll call.

REPORT FROM APPALACHIAN BIOFUELS

Mr. Chuck Lessin reported the Tobacco Commission Funds of \$210,000.00 have been spent on the project. Mr. Lessin asked the board to request a six month extension on his behalf to the Tobacco Commission. He would like to try to keep the project alive with a partnership with Biodiesel 4 Schools.

Upon motion made by Carlton Elliott, second by Ernie McFaddin and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the attorney to prepare a letter to Appalachian Biofuels requesting a letter of credit for the \$210,000.00 and a new financial statement. Once this

criterion is met, the IDA will then apply for a 6 month extension from the Tobacco Commission.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

COMMITTEE REPORT

Roger Sword reported the glass in the shell building is being repaired. The project is 90% complete and is being done under warranty.

The Elliott property on Big Cedar Creek is now available and will be listed on the Virginia economic web sites.

DAYCARE CENTER

The Industrial Facilities Agreement is final and ready for board approval.

Upon motion made by Roger Sword, second by Scott Gilmer and duly approved by the Industrial Development Authority of Russell County, Virginia to approve and authorize the Chairman to sign the agreement with the Daycare Center.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

OLD BUSINESS

AT&T corporate will not allow the IDA to grant chairs for the training facility. AT&T is still hopeful in hiring new employees.

The Chairman met with Steel Fab and they are moving some jobs from Wisconsin to Lebanon. The Lebanon plant has priority on all projects, however there is a hiring freeze.

NEW BUSINESS

The Board of Supervisors would like to swap the land granted to them, in the industrial park, for two acres across from the PSA Building. This property would be used to construct an animal shelter. No board action was taken at this time.

VCEDA reported they have hired four ambassadors to go to trade shows and bring leads back to the region.

CLOSED SESSION

Upon motion made by Mike Hinchler, second by Carlton Elliott and duly approved by the Industrial Development Authority of Russell County, Virginia to go into Closed Session as permitted by, VA Code#2.2-3711 (1) Personnel (5) Prospective unannounced industry (7) Legal Counsel.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

RECONVENE TO PUBLIC SESSION

Upon motion made by Roger Sword, second by Scott Gilmer, and duly approved by The Industrial Development Authority of Russell County, Virginia, the Chairman called the meeting back into regular session and requested the "Certification Motion after reconvening in Public Session".

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

CERTIFICATION AFTER RECONVENING IN PUBLIC SESSION

The Industrial Development Authority of Russell County, Virginia hereby certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provision of the Virginia Freedom of Information Act cited in that motion.

The Roll Vote Was:

Becki Joyce	Yes	Ernie McFaddin	Yes
Carlton Elliott	Yes	Davis Mullins	Yes
Scott Gilmer	Yes	Roger Sword	Yes
Mike Hincer	Yes	Richard Lockridge	Absent

FINANCIAL REPORT

The secretary presented the board with a report of the board's assets and debts.

ADJOURNMENT

Upon motion made by Mike Hincer, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia to adjourn this meeting at 8:36 PM

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hincer, C. Elliott, E. McFaddin, D. Mullins

Nay: None

Absent: R. Lockridge

**Bank Recap Report
For All Document Types**

Document Date Range: From: 080116 To: 083116

IDA of Russell County VA (IDA)

Bank Code: A FB&T Operating Account										
Document/ Check	Source Module	Document Type	Check Number	Check Type	Reference Number	Comment/ Check Payee Name	Cleared Bank	Cleared Date	Document Amount	Bank Balance
Beginning Balance:									270,564.48	
8/9/2016	AR	Deposit			DEPOSIT	CASH RECEIPT DEPOSIT	Yes	8/31/2016	7,981.00	278,545.48
8/9/2016	GL	Deposit			132	Deposit	Yes	8/31/2016	16,759.69	295,305.17
8/11/2016	PR	Check	000235	Auto	000000005	Sword, R.	Yes	8/31/2016	184.70	295,120.47
8/11/2016	PR	Check	000236	Auto	000000011	Hincher, M.	Yes	8/31/2016	184.70	294,935.77
8/11/2016	PR	Check	000237	Auto	000000012	Joyce, B.	Yes	8/31/2016	184.70	294,751.07
8/11/2016	PR	Check	000238	Auto	000000013	Elliott, C.	Yes	8/31/2016	184.70	294,566.37
8/11/2016	PR	Check	000239	Auto	000000009	Gilmer, S.	Yes	8/31/2016	184.70	294,381.67
8/11/2016	AP	Check	005407	Auto	00ELLCAR	Carlton Elliott	No		116.00	294,265.67
8/11/2016	AP	Check	005408	Auto	00RCBOS	Russell County Board	Yes	8/31/2016	17,903.33	276,362.34
8/11/2016	AP	Check	005409	Auto	00STARNES	Starnes, Inc	Yes	8/31/2016	66.00	276,296.34
8/11/2016	AP	Check	005410	Auto	00SUSCLE	Susan's Cleaning Service Inc	Yes	8/31/2016	1,516.00	274,780.34
8/11/2016	AP	Check	005411	Auto	00THERMCO	Thermco	Yes	8/31/2016	669.97	274,110.37
8/14/2016	GL	Deposit			133	Deposit	Yes	8/31/2016	13,625.00	287,735.37
8/14/2016	AR	Deposit			DEPOSIT	CASH RECEIPT DEPOSIT	Yes	8/31/2016	740.00	288,475.37
8/15/2016	AP	Check	W00040	Manual	00IRS	Internal Revenue Service	Yes	8/31/2016	356.00	288,119.37
8/29/2016	AP	Check	005412	Manual	00BONANZA	Bonanza	No		48.97	288,070.40
8/31/2016	BR	Interest			INTEREST	Bank Stmtnt	Yes	8/31/2016	24.78	288,095.18
Ending Balance:									288,095.18	

Document Type Summary For Bank Code A:

Document Type	Number Of	Document Amount
Checks	12	21,599.77
Deposits	4	39,105.69
Interest Earned	1	24.78

**Bank Recap Report
For All Document Types**

Document Date Range: From: 080116 To: 082316

IDA of Russell County VA (IDA)

Bank Code: B FB&T Motel Account										
Document/ Check	Source Module	Document Type	Check Number	Check Type	Reference Number	Comment/ Check Payee Name	Cleared Bank	Cleared Date	Document Amount	Bank Balance
									Beginning Balance:	282.74
8/8/2016	AP	Check	002465	Auto	00CPPD	Cumberland Plateau	Yes	8/31/2016	3,247.30	2,964.56-
8/8/2016	AP	Check	002466	Reversal	00VCEDA	Virginia Coalfield Economic	Yes	8/31/2016	7,464.84-	4,500.28
8/8/2016	AP	Check	002466	Auto	00VCEDA	Virginia Coalfield Economic	Yes	8/31/2016	7,464.84	2,964.56-
8/8/2016	AP	Check	002467	Auto	00VCEDA	Virginia Coalfield Economic	Yes	8/31/2016	2,599.45	5,564.01-
						Motel Payment				
8/8/2016	AP	Check	002468	Auto	00VSBFA	Virginia Small Business	Yes	8/31/2016	5,287.86	10,851.87-
8/9/2016	GL	Deposit			55	Deposit	Yes	8/31/2016	18,599.45	7,747.58
8/23/2016	AP	Check	002469	Auto	00VCEDA	Virginia Coalfield Economic	No		4,779.74	2,967.84
8/23/2016	AP	Check	002470	Auto	00VCEDA	Virginia Coalfield Economic	No		2,685.10	282.74
									Ending Balance:	282.74

Document Type Summary For Bank Code B:

Document Type	Number Of	Document Amount
Checks	7	18,599.45
Deposits	1	18,599.45

Bank Recap Report

For All Document Types

Document Date Range: From: 080116 To: 083116

IDA of Russell County VA (IDA)

Bank Code:	H FB&T - Steel Fab									
Document/ Check	Source Module	Document Type	Check Number	Check Type	Reference Number	Comment/ Check Payee Name	Cleared Bank	Cleared Date	Document Amount	Bank Balance
									Beginning Balance:	7,637.19
8/8/2016	GL	Deposit			64	Deposit	Yes	6/30/2016	35,145.98	42,783.17
8/8/2016	AP	Check	002655	Auto	00TOL	Town of Lebanon VA	Yes	8/31/2016	22,099.16	20,684.01
8/8/2016	AP	Check	002656	Auto	00VCEDA	Virginia Coalfield Economic	Yes	8/31/2016	12,274.38	8,409.63
8/9/2016	GL	Deposit			63	Deposit	Yes	8/31/2016	35,145.98	43,555.61
8/31/2016	BR	Interest			INTEREST	Bank Stmt	Yes	8/31/2016	4.47	43,560.08
									Ending Balance:	43,560.08

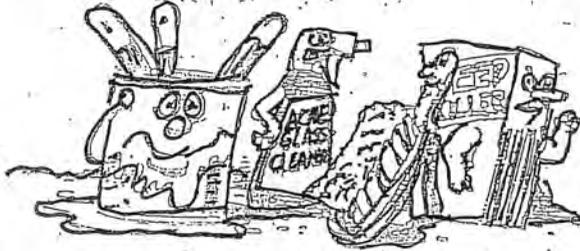
Document Type Summary For Bank Code H:

Document Type	Number Of	Document Amount
Checks	2	34,373.54
Deposits	2	70,291.96
Interest Earned	1	4.47

Government Center Rents Collected

Date	Description	Amount
8/14/2016	WIB	740.00
8/14/2016	3B Consulting	3,500.00
9/7/2016	WIB	740.00
9/7/2016	VA Coal	4,530.68
9/7/2016	Social Serv	6,400.00
9/7/2016	DMME	5,763.64
		21,674.32

SUSANS CLEANING SERVICE
 261 WARNER SUB-DIVISION RD
 LEBANON VA 24266



DATE	AMOUNT:
Cleaning Aug 2016	
Aug 2-3-5	
Aug 9-10-13	
Aug 16-17-19	
Aug 23-24-26	
Aug 30-31	
Spot clean carpet	
TOTAL	

\$ 1632.00

Thankyou
 Susany Balling

STARNES, INC.

Phone: 276 889-2410

Fax: 276 889-2246

www.starnesinc.com

info@starnesinc.com

Date: 09/01/16

Customer No.: Rus Co IDA

Invoice No.: 64133

Bill To:

Russell County IDA
P.O. Box 2378
Lebanon, VA 24266

Attention: Carlton Elliott

<u>Department</u>	<u>Terms</u>	<u>Due Date</u>	<u>P.O. Number</u>	<u>Technician</u>
Maintenance	Due in 30 Days	10/01/16	Sept	
Quantity	Item ID	Description	Unit Price	Extended Amount
1.00	Maintenance	SS & Health Dept	66.00	66.00

Invoice Total 66.00

Less Payments Received 0.00

Total Due \$ 66.00

Service Address:

THANK YOU!

Remit with one copy of invoice to:
Starnes, Inc.
P. O. Box 2259
Lebanon, VA 24266

STARNES, INC.

Phone: 276 889-2410

Fax: 276 889-2246

www.starnesinc.com

info@starnesinc.com

Bill To:

Russell County IDA
P.O. Box 2378
Lebanon, VA 24266

Date: 08/15/16

Customer No.: Rus Co IDA

Invoice No.: 63962

Attention: Carlton Elliott

Department Service		Terms Due in 30 Days	Due Date 09/14/16	P.O. Number Health Dept	Technician
Quantity	Item ID	Description		Unit Price	Extended Amount
3.00	Labor Service			62.00	186.00
1.00	Capacitor			20.50	20.50

Invoice Total 206.50

Less Payments Received 0.00

Total Due \$ 206.50

Service Address:

THANK YOU!

Remit with one copy of invoice to:

Starnes, Inc.
P. O. Box 2259
Lebanon, VA 24266

STARNES, INC.

Phone: 276 889-2410

Fax: 276 889-2246

www.starnesinc.com

info@starnesinc.com

Bill To:

Russell County IDA
P.O. Box 2378
Lebanon, VA 24266

Date: 08/15/16

Customer No.: Rus Co IDA

Invoice No.: 63962

Attention: Carlton Elliott

Department		Terms	Due Date	P.O. Number	Technician
Quantity	Item ID	Description	Unit Price	Extended Amount	
3.00	Labor Service		62.00	186.00	
1.00	Capacitor		20.50	20.50	

Invoice Total	206.50
Less Payments Received	0.00
Total Due \$	206.50

Service Address:

THANK YOU!

Remit with one copy of invoice to:
Starnes, Inc.
P. O. Box 2259
Lebanon, VA 24266

Starnes, Inc Refrigeration & A/C
 P.O. Box 2259 / 210 West Main Street
 Lebanon, VA 24268

Phone#: _____
 Name: Russell Co IDA
 Address: Health Dept.
Lebanon, Va

Mechanic Stacy D. Date 8-8-10

Refrigerant Report	
Type	Lbs Recycled
Lbs Recovered _____	
Ser# _____	Lbs _____
Ser# _____	Lbs _____
Ser# _____	Lbs _____

Esa Customer: Yes: ___ No: ___
 Esa Due: _____
 Signature: _____

Problem Reported NO AC

Upon Arrival _____

Model # _____ Serial # _____ Map Unit _____

Unit Notes Carrier split system

Service Performed checked motor this morning and it was very hot and not working. Found capacitor on unit for 150 "bad" - installed new cap and motor would run about 15 seconds and stop and was pulling 26 amps.

gave motor time to cool off and it started back and was only pulling about 4 amps. Unit needs the right capacitor installed Complete Pending

Material List					
Material	Price	Material	Price	Material	Price
1-motor start capacitor		N/C			
250-320					
MT-1					

Pending Report _____

Unit needs right motor start capacitor

- 1.) Accounts past the due date will be charged a finance charge of 24% annually.
- 2.) Accounts delinquent 60 days past due date will be turned over to a collection agency.
- 3.) In the event of collections, Starnes Inc. shall be intitled to all court cost and attorney fees not to excess 25%.

Labor Hrs _____ x _____ Total _____ Mileage _____ x _____ Total _____
 Material List _____ Time & Material _____ Quoted _____

STARNES, INC.

Phone: 276 889-2410

Fax: 276 889-2246

www.starnesinc.com

info@starnesinc.com

Bill To:
Russell County IDA
P.O. Box 2378
Lebanon, VA 24266

Date: 07/11/16

Customer No.: Rus Co IDA

Invoice No.: 63562

Attention: Carlton Elliott

Department Service		Terms Due in 30 Days	Due Date 08/10/16	P.O. Number Social Services	Technician
Quantity	Item ID	Description		Unit Price	Extended Amount
1.00	Labor Service			62.00	62.00
1.00	Lock Boxes	t'stat guard		28.43	28.43

Invoice Total 90.43

Less Payments Received 0.00

Total Due \$ 90.43

Service Address:

THANK YOU!

Remit with one copy of invoice to:
Starnes, Inc.
P. O. Box 2259
Lebanon, VA 24266

Starnes, Inc Refrigeration & A/C
P.O. Box 2259 / 210 West Main Street
Lebanon, VA 24266

Phone#:

Name:

Russell Co. IDA

Address:

Social Services
Lebanon, Va.

Mechanic

Stacy D. Date 6-16-76

Esa Customer:

Yes: No:

Esa Due:

Signature:

Refrigerant Report

Type	Lbs Recycled
Lbs Recovered	
Ser#	Lbs
Ser#	Lbs
Ser#	Lbs

Problem Reported

T-Stat lock Box Broken

Upon Arrival

Model #

Serial #

Map Unit

Unit Notes

Service Performed

found lock box torn off wall, customer wants new lock box

Complete

Pending

Material List

Material	Price	Material	Price	Material	Price
None					

Pending Report:

need new T-Stat lock box

CG 511A 1000

1000-4349

- 1.) Accounts past the due date will be charged a finance charge of 24% annually.
- 2.) Accounts delinquent 60 days past due date will be turned over to a collection agency.
- 3.) In the event of collections, Starnes Inc. shall be intitled to all court cost and attorney fees not to excess 25%.

Labor Hrs x Total Mileage x Total
 Material List Time & Material Quoted