

Tyrrell May 7 2020 150 Absence Report  
New product

8892

Christie Printing Service  
P.O. Box 3057 | Cheyenne, WY 82003-3057

Phone: 630.464.9391 | email : [CPrint@ChristiePrinting.com](mailto:CPrint@ChristiePrinting.com)



FOR USE BY CHRISTIE PRINTING

Complete: 10-30-2020

Billed: 5-19-2020

Entered: 5-19-2020

Delivered: 5-19-2020 # 579268

Received: 5-15-2020

Purchase Order No. **8892**

**TO:**  
Modern Printing – Brian Florom  
P.O. Box 1125  
Laramie, WY 82070

**INVOICE TO:**  
Christie Printing Service  
5711 Osage Ave., Suite C  
Cheyenne, WY 82009

Include 2 sample forms with invoice.

**SHIP TO:**  
Christie Printing Service  
5711 Capitol Ave., Suite C  
Cheyenne, WY 82009

<b>ORDER DATE</b> 5-11-2020		<b>SHIP VIA</b> Cheapest way (even if USPS; Prepaid and add to our invoice. If possible, bundle this order with our other orders to reduce shipping fee.		<b>F.O.B.</b>	
<b>Terms</b>		<b>QUOTE 4987</b> approved 11May2020		<b>For Resale</b> Yes	
<b>QUANTITY</b>		<b>PLEASE QUOTE ITEMS LISTED BELOW</b>		<b>For Use</b>	
<b>QUOTED</b>	<b>UNIT</b>			<b>UNIT</b>	<b>PRICE</b>
150	Each	Provide a PROOF for approval. (We'll mail an original form to you)  <b>Absence Report forms</b> <ul style="list-style-type: none"><li>Finished size: 5.5"wide x 8.5"long</li><li>60# white paper</li><li>Black and white</li><li>Printed on only 1 side</li><li>Padded at top. 50 sheets per pad</li><li>CPrint will mail an original form to Modern.</li><li>Shrink wrap 3 pads per package</li></ul> <b>If order is not shrink wrapped we will deduct \$60 for our payment.</b>  This is a new product so there's no historic job info.			Qty of 150 \$23.39 \$ 7.50 freight \$30.89
<b>IMPORTANT</b> Acknowledge if <b>unable to deliver</b> by date required. Please <b>reference our Purchase Order # 8892</b> on all correspondence.				<b>BY:</b> <u>Cynthia L Duke</u>	

**COST**

\$23.39  
\$ 7.50 Freight  
\$30.89

I= 32772 dated: 5-15-2020  
Paid date: 7-7-2020 Ck#: 6038

NOTES FOR CYNTHIA: Reorder inquiry 10-16-2020

**PRICE**

On Invoice refer to Tyrrell's PO# 36650  
Deliver 150 forms to Cathy Thelen  
\$27.95  
\$ 7.50 Freight  
\$35.45  
\$ 1.68 6% tax  
\$37.13

Paid date: 10-30-2020 Check #: 55201

1 @ 150 paid \$37.17  
→ Typo on invoice  
→ give credit of  
\$0.04 on next  
Tyrrell invoice



## ABSENCE REPORT

Name: \_\_\_\_\_

Department: \_\_\_\_\_

First Date Absent: \_\_\_\_\_ Expected Return Date: \_\_\_\_\_

Reason for Absence:

- |  |  |
|--|--|
| <input type="checkbox"/> Illness             | <input type="checkbox"/> Holiday           |
| <input type="checkbox"/> Vacation            | <input type="checkbox"/> Jury Duty         |
| <input type="checkbox"/> Personal Time       | <input type="checkbox"/> Suspension        |
| <input type="checkbox"/> Family Death        | <input type="checkbox"/> Leave without Pay |
| <input type="checkbox"/> Accident on the Job | <input type="checkbox"/> Unknown           |

Explanation, if necessary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was Absence:

- |                               |                                  |                                    |
|-------------------------------|----------------------------------|------------------------------------|
| Expected in Advance           | <input type="checkbox"/> YES     | <input type="checkbox"/> NO        |
| Reported on First Date Absent | <input type="checkbox"/> YES     | <input type="checkbox"/> NO        |
| Considered by Supervisor as   | <input type="checkbox"/> Excused | <input type="checkbox"/> Unexcused |

Date: \_\_\_\_\_ Prepared by: \_\_\_\_\_