



**Palmer Products, Inc.**

**PO Box 11627**

**Killeen, TX 76547**

**Sales (800)473-5198 or (972)234-0385**

**Technical Support (972)234-0375**



**Auto Repair Boss, Jr.**----- \$500.00 or

(Includes same features as Auto Repair Boss but with limited capabilities. \$90.00/month for 6 months  
[12 Inventory Categories, 6 Payment Methods, 5000 Customer Records,  
10,000 parts in Inventory, 15,000 parts in Price Lists, No multi-level/matrix pricing, Full size invoices only.]

**Auto Repair Boss**----- \$750.00 or

(Estimate/Invoice, Vehicle History, Ordering, Inventory Control, \$131.66/month for 6 months  
Accounts Receivable, Reports, Employee Records, Customer Records,  
Security, [Unlimited Amount of Records.]

**Auto Repair Boss - Multi-User Version**----- \$1000.00 or

(Same features as Auto Repair Boss but Multi-User capabilities) \$173.33/month for 6 months

**Additional Modules (optional)**

**Accounting Module (Payables & General Ledger)**-----\$200.00 or

(Receivables included with original "Auto Repair Boss" software package.) \$33.33/month for 6 months

**Payroll Module**----- \$100.00 or

\$16.66/month for 6 months

**We have 4 different support plans to meet your specific needs.**

**Software Support(optional)** ----- \$500.00 Yearly or  
(includes unlimited 1-800 phone support from Tech line, program updates, \$45.00 Monthly  
Auto Repair Boss partner support)

**Phone Support Only(optional)** ----- \$150.00 Yearly  
(unlimited phone support from Tech line)

**Enterprise Level: Remote Control Support(optional)** ----- \$860.00 Yearly or  
(unlimited 1-800 phone support from Tech line, program updates, remote \$75.00 Monthly  
control support - we can log into your system and help when needed,  
remote access included for when you are away from your business - you can  
log into your business computer and run Auto Repair Boss or other windows  
programs from any computer that has an internet connection. (i.e. start doing  
your daily checkouts from the comfort of your home after a busy day of work),  
daily offsite backups for maximum protection, Auto Repair Boss partner support)

**Auto Repair Boss Partner Support(optional)** ----- \$100.00 Yearly  
(support for Auto Repair Boss partners, data communications, exporting, importing and vendor price sheet  
updates)

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**Quick Quote(labor estimating guide)** ----- \$395.00

**6 Month Payout Plan**

The 6 month payout plan is easy and no credit check required! It's as easy as choosing the software and making the low monthly payment.\*

\*If payment is not paid in full within the allotted 6 months, the software will cease to operate until balance is paid in full.

**System Requirements**

Windows 10, 8.1, 8, 7, Vista, XP, Windows Server 2000, 2003, 2008 or 2012. It is recommended that you have a computer that has at least a 500Mhz processor, 256 Mb memory and 50 meg of hard drive space.

# AUTO REPAIR BOSS™

## ESTIMATE/INVOICE

A quick and convenient program which allows the user to both prepare estimates and print invoices from a single screen. Estimates are stored for future use so they can easily be retrieved and reviewed. The estimates can either be printed as an invoice or updated.

**Changing a Estimate Record**

Last Name:  License:   Oil Change Due:

First Name:  Home Phone:  Year:  Misc Due Date 2:

Address:  Work Phone:  Make:  Misc Due Date 3:

City:  State:  Zip:  Model:  Misc Due Date 4:

Mileage:  Oil Filter:  +

Motor:  Air Filter:  +

Vin:  Misc Part 3:  +

Unit:  Misc Part 4:  +

Misc Part 5:  +

| Part#  | Description                | On Hand | Qty  | Price | Disc | Total  |
|--------|----------------------------|---------|------|-------|------|--------|
| B203   | BFGOODRICH T/A P215/70SR15 | 4.00    | 4.00 | 60.99 | 0    | 243.96 |
| MT     | MOUNT TIRE                 | 0.00    | 4.00 | 3.00  | 0    | 12.00  |
| BT     | BALANCE TIRE               | 0.00    | 4.00 | 6.00  | 0    | 24.00  |
| VS     | VALVE STEM                 | 85.00   | 4.00 | 1.99  | 0    | 7.96   |
| RH     | ROAD HAZARD WARRANTY       | 0.00    | 4.00 | 3.00  | 0    | 12.00  |
| FPH30  | OIL FILTER                 | 0.00    | 1.00 | 3.95  | 0    | 3.95   |
| OC     | OIL CHANGE                 | 0.00    | 1.00 | 18.95 | 0    | 18.95  |
| FCA326 | AIR FILTER                 | 0.00    | 1.00 | 6.95  | 0    | 6.95   |
|        |                            | 0.00    | 0.00 | 0.00  | 0    | 0.00   |

**Subtotal 329.77 Dallas Tax 19.05 Shop Fee 2.00 Total 350.82**

Notes:

|  |  |   |   |  |   |
|--|--|---|---|--|---|
| <input type="button" value="F2 - Sales"/>          | <input type="button" value="F3 - Outside Purchase"/> | <input type="button" value="F4 - Delete"/>                | <input type="button" value="F5 - Estimate (Save)"/> | <input type="button" value="F6 - Search"/>         | <input type="button" value="F7 - Edit"/>              |
| <input type="button" value="F8 - Add"/>            | <input type="button" value="F9 - Invoice (Save)"/>   | <input type="button" value="F10 - Notes"/>                | <input type="button" value="F11 - Schedule"/>       | <input type="button" value="F12 - History"/>       | <input type="button" value="Esc - Previous"/>         |
| <input type="button" value="Alt+F2 - Auto Notes"/> | <input type="button" value="Alt+F3 Markup"/>         | <input type="button" value="Alt+F4 - Offsite Inventory"/> | <input type="button" value="Alt+F6 Set Options"/>   | <input type="button" value="Alt+R Open Register"/> | <input type="button" value="Alt+B Customer Balance"/> |

Part and service pricing is automatically calculated as well as the final total of the invoice. This saves time from having to manually calculate the invoice and prevents calculation errors. The inventory is automatically adjusted to reflect the parts used for each invoice. A special "link" and "kit" function assists in the preparation of the estimate/invoice further reducing the processing time.

"Auto Build Catalog"\* will automatically build a catalog based off of your invoice histories. Therefore, parts that are most common to your business will be easily accessible to you. For example, if you sell a brake job and a set of tires on an 89 Chevrolet Monte Carlo the parts are automatically inserted into the system catalog database for future use. The next time an 89 Chevrolet Monte Carlo comes in, the part numbers will be available in your on-line catalog eliminating the need to look up

the parts in your on-the-counter paper catalog. This feature will prove to be a valuable time saving tool for your salesmen!

Here are just some of the things you can do from the estimate screen for ease of operation.

- Screen displays in Invoice form so you can stick with something that is easy to use
- myCARFAX QuickVIN and myCARFAX Service History Check supported
- Email Invoices or Estimates directly from the program
- Lookup customer by Last Name, License Plate, VIN#, Home or Work phone
- Lookup customer Invoice history by Customer name, License Plate or Invoice number
- Check daily sales
- Add Inventory, Service codes, Kit codes, Tire codes and Group codes while invoicing
- Search by Part number, Service code, Tire size, Kit code, Group, Description, Category, Vendor and Price list
- System Catalog look-up (program automatically builds a catalog as you invoice)
- Review invoices from any date and for any customer or auto
- Split sale between one or more employees
- Invoice can be paid with more than one method of payment
- "Pop-up" browse windows to help select customers, customer's vehicles, part numbers, kit number, tires, etc...
- Can print to multiple printers
- Can print estimate/invoice on preprinted forms or plain paper, you have 13 invoice styles to choose from and you can set the program to print multiple copies of invoices
- Invoice designer included so you can design your own invoice and estimates
- Custom work authorizations and disclaimers.
- Canned Jobs/Kits.
- Invoice will automatically reflect individual customer's preset discount and price levels (6 price levels). You can also setup matrix pricing.
- Supports electronic cash drawers, barcode readers and pole displays
- Customers can have up to 4 tax rates or special fees
- Part numbers can be linked together (i.e. - tires will automatically pull up mounting, balancing and other items)
- Employee time clock
- Save estimates as either work orders or turn them into invoices
- Put inventory on hold
- Setup charge and layaway accounts
- Special markup feature
- Sell outside parts and parts that are not in inventory
- Inventory on hand quantities are kept current at all times
- View customers balance and payment history
- Customers can have unlimited automobiles
- Quickly check customer's yearly statistics
- Quickly print an envelope to mail an estimate or invoice to a customer
- Apply payments to customer accounts
- Print a customer statement
- Schedule appointments
- Enter advertisement codes for advertisement tracking
- Add a shop fee based on percentage of invoice

## INVENTORY

A complete inventory maintenance program. Parts can be quickly added to the inventory and later updated if necessary. Common services performed can be entered and stored in the inventory section to be used as a "link" function in the preparation of estimate/invoices.

The screenshot shows a window titled "Changing a Inventory Record" with three tabs: INVENTORY, EXTRA, and STATISTICS. The INVENTORY tab is active. The form contains the following fields and values:

|                    |                           |                 |      |                 |      |                              |     |
|--------------------|---------------------------|-----------------|------|-----------------|------|------------------------------|-----|
| Part Number:       | B200                      |                 |      |                 |      |                              |     |
| Short Description: | BFGOODRICH T/AP175/70SR13 |                 |      |                 |      |                              |     |
| Category:          | TI                        |                 |      |                 |      |                              |     |
| Cost or Price F:   | 26.99                     | Price E:        | 0.00 |                 |      |                              |     |
| List or Price A:   | 36.99                     | Price D:        | 0.00 |                 |      |                              |     |
| Minimum Level:     | 4.00                      | Price C:        | 0.00 |                 |      |                              |     |
| Normal Quantity:   | 4.00                      | Price B:        | 0.00 |                 |      |                              |     |
| Quantity On Hand:  | 4.00                      |                 |      |                 |      |                              |     |
| Vendor:            | SAM                       | Barcode (Y/N):  | Y    | Last Cost:      | 0.00 |                              |     |
| Group:             | 175-13                    | Last Received:  |      | Last Sale:      |      |                              |     |
| Taxable1 (Y/N):    | Y                         | Taxable2 (Y/N): | Y    | Taxable3 (Y/N): | N    | Taxable4 (Y/N):              | N   |
| Link:              | MT                        | On Hold:        | 0.00 | On Order:       | 0.00 |                              |     |
| Labor:             | 0.00                      | F.E.T.:         | 0.00 | Core:           | 0.00 | Incl. Core on Invoice (Y/N): | N   |
| Default Sales Qty: | 4.00                      | Pop:            |      | Sales Account:  | 4010 | Sales Department:            | 000 |

At the bottom of the window are three buttons: "F10 - Save", "Esc - Abort", and "Help".

"Part Codes/Tire Lookup Codes" can be set up. For parts that have several sub-part numbers/tire sizes, part codes allow you to choose the correct item to sell.

An Inventory list can be printed. Inventory can easily be reordered either by vendor, part number, or category. The receive inventory section provides a fast method of entering an inventory shipment. Taking a physical inventory is simplified with the Inventory Count Sheets provided by the program. After the physical inventory is taken the "on-line" inventory can easily be adjusted.

"Kit Codes" can be set up. "Kits" can be very useful. For jobs that require a string of parts, the kit code can eliminate typing time when preparing estimate/invoices. Kit codes can also be set up to enable you to run specials.

A global price change can be made to the inventory either by vendor, part number or category. The price change can be made by dollar amount or percentage.

Another time saving feature is the capability to add vendor price sheets. These price sheets are kept separate from your actual inventory; however, price sheets can easily be converted to your inventory.

Make your own "price sheet" based on your inventory. The part number, description, and list price are printed. Useful as "on-the-counter" information.

Here are just some of the features from the Inventory program.

- Multi-level / Matrix pricing
- Pricing can be automatically calculated based on preset percentages
- Can access inventory reports by part number, vendor, category, description, or group
- Group field may be used to group many part numbers together
- Save & retrieve purchase order to assist the process of "checking in" inventory order
- When receiving inventory, you can choose averaging or fixed costing
- Can setup a F.E.T. amount
- Automatic generation of purchase orders to save time
- Inventory on hand quantity is reduced as soon as you sell a part
- You can put inventory on hold
- You can have up to a 1000-character part description
- Monthly and Yearly sales statistics
- You can modify most of the Inventory reports with the built-in Report Designer
- You can set up a labor amount to automatically come up with the part number on the invoices
- Kit/Canned Job setup
- You can set up a default sales quantity for quicker invoice generation
- Bar code scanner and label printing supported
- You can set up unlimited inventory category's and groups
- Global price change by amount or percent
- You can set up Tire Lookup codes so you can view inventory by tire size
- Reports - Inventory List, Inventory Count Sheets, Inventory Reorder List, Multiple Purchase order reports, Inventory Price Sheets, etc...
- Vendor Inquiry and Purchase order history
- You can export your inventory to file for use on the Web or in other programs
- Import your vendor price sheets to quickly update your inventory prices and add new part numbers
- Link items together for quick invoice generation
- Setup royalty and add percentage amounts
- You can set up General Ledger account numbers for each part number and service code for better financial reporting
- Sales statistics of parts displayed on screen
- Inventory check-in and inventory counts using a barcode scanner or manual input

## **CUSTOMER ACCOUNTS**

Customer records can be set up and stored in the Customer Accounts section. Along with basic biographical information, vehicle information can be stored for each customer. Also, a customer can be set up as a charge customer.

Customer lists can be printed to allow for the updating of customer records. Address labels can be printed to be used with mailouts sent to customers.

Customers can be sent letters or postcards. A detailed customer report can be obtained giving vehicle and service history.

UPDATE CUSTOMER ACCOUNT

CUSTOMER RECORD | CUSTOMER AUTO'S | STATISTICS

Last Name: BALDWIN  
First Name: OTIS  
Address: 4566 GOLIAD  
Address:  
City: GARLAND State: TX Zip: 72506  
Home Phone: 214-652-9822 Work Phone: 211-524-8215 Mobile/Fax:  
Tax Code1: DL Tax 1: 7.2500 Tax Code3: Tax 3: 0.0000  
Tax Code2: SF Tax 2: 0.0100 Tax Code4: Tax 4: 0.0000  
Tax Number: Misc:  
Notes:  
Notes: Carfax History Upload Y/N: Y  
Email Address:  
Charge (Y/N): N Finance Charges (Y/N): Y Credit Limit: 0 Last Sales Date:  
Part Price Level: A Part Disc: 0 Service Price Level: A Service Disc: 0

F10 - Save Esc - Abort Help F6 - Phone Book

“Here are just some of the features from the Customer Maintenance program.

- Assign individual tax rates or fees per customer
- Assign individual price levels and discount rates
- Assign different price levels for parts and service/labor
- Appointment scheduling
- Customer's sales statistics displayed on screen or to a report
- Customer mailout/follow up - letters and postcards
- Unlimited vehicles per customer
- Charge accounts
- You can export your customer database for use in other programs (ex.- Internet emailing or word processors)
- Customer reports standard and statistical
- Customer labels and envelopes
- Customer sales history report (includes all vehicles and invoice history)

- You can modify and design your own reports with the built-in Report Designer
- Built-in customer query so you can find out important information (ex. - who was you best customers for the year so you so can send them a thank you letter)
- Print customer labels 1, 2, or 3 across

## **REPORTS**

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A daily check out can be completed within minutes. The program automatically keeps track of all sales for the day as well as any money received from owing customers. All that is required to be entered are the daily payouts. A complete Daily Report is printed for record keeping.

### **Daily Report features:**

- A breakdown of sales for the day by category.
- A listing of charge sales by customer name.
- A list of all payouts.
- A list of all money received from owing customers.
- A list of parts used specifying the cost of the part, the markup percentage taken on the part, and the profit amount made from the part.
- A list of invoices printed for the day including the customer's name, subtotal, tax, total amount and how the customer paid.

### **Sales Report features:**

- A breakdown of sales for each day by net, tax, and gross sales.
- Shows the amount of sales that were charged and the amount received from owing accounts for each day.
- Shows the amount of payouts for each day.
- Shows the number of invoices printed for each day.
- Shows the total cost and profit amounts for each day.
- Shows the job average for each day.

Also, displayed on the sales report is a list of total sales by category for the dates requested and a breakdown of what method customers used to pay.

### **Sales Tax Report**

- State and local sales tax reports printed.

### **Five Year Sales Summary**

- Each year sales are compared to the previous year's sales.

### **Advertisement Summary**

- Advertisement summary of Sales. Track and see which advertisements are bringing in your business.

### **Royalty Summary**

- Royalty summary of Sales. Used for computing royalty on sales and is helpful in analyzing sales statistics by job instead of invoice. For example, you may want to know how many brake jobs you have done for a particular time period.

### **Parts & Service Usage Report**

- This report is helpful in analyzing parts and service usage by date range. For example, you may want to know how many labor jobs or a specific part that you sold over a particular time period.



### **Daily Invoices Report**

- This report is helpful by being able to see a list of invoices for a particular time period.

### **Charge/Layaway Report**

- This report is helpful by being able to see a list of charge and layaway invoices for a particular time period.

### **Cash Payout Report**

- This report is helpful by being able to see a list of cash payouts for a particular time period.

### **Core Usage Report**

- Core Usage report to help in core tracking and returns.

### **Kit Usage Report**

- Kit Usage report to help in kit tracking

**And many other reports throughout the program.**

## **ACCOUNTS RECEIVABLE**

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An extensive Accounts Receivable section which includes the following features:

- Customer Account Status
- Payment History
- Enter Cash Receipts
- Reports - Invoice Aging, AR Aging, Small Balance, Credit Balance and Cash Forecast
- Print Account Statements
- Enter payments and view customer balances from point of sale
- Apply Finance Charges
- Enter Manual Charges and Adjustments

## **EMPLOYEE MAINTENANCE**

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Keep track of employee information including driver's license and social security number. Capable of printing an employee list that can be used to update employee records. Review employee performance with the Employee Sales Report. Sales are broken down for each employee by category then parts and labor.

- Employee list and labels
- Employee and manager sales reports
- Employee time clock
- Employee time sheet

## **SETUP/SECURITY**

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Setup section allows for individualized requirements to be set for tax rate, mark-up percent, work authorization, and more. Security section allows for multi-level passwords to be activated.

- Multi-level passwords
- Invoice and Estimate setup and customization
- System defaults for quick data entry

## **APPOINTMENT SCHEDULE**

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The Appointment Schedule can be accessed from the Estimate/Invoice screen. Appointments can be scheduled for any time of day. Daily Schedules can be printed for any date.

## **UTILITIES**

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- Program backups
- System wide Month end and Year end processing
- Purge sales history
- Purge old estimates

# ***AUTO REPAIR BOSS™***

## ***ACCOUNTING MODULE***

### **FEATURES:**

#### **General Ledger**

- Unlimited user defined financial reports
- Journal Entries may be Posted to any Month of the Current Year
- Detailed Audit Trail with every Posting
- Detailed Postings to Each Account held in Archive File
- Financial Statement supports format for Income Statement, Balance Sheet, and various supporting schedules
- 1, 4, or 12 Period Fiscal Year
- User selected comparisons (Budget, Last Year, Prior Period and Changes)
- Retain up to three years detail
- CHECK RECONCILIATION
  - Automatic check entries from Payroll and Accounts Payable
  - Automatic daily deposits when doing daily checkouts
  - Manual entry of checks and deposits
  - Outstanding check report
  - Check reconciliation and check register report
  - Quick check book balance on demand
- QuickBooks Export

#### **Accounts Payable**

- Cash requirement forecast
- Invoice distribution to multiple General Ledger Accounts
- Supports partial payments and manually paid checks
- Able to Apply Discount Amount after Discount Due Date
- Paid Invoice history
- Check candidate selection by due date or vendor
- Check previewing and control using check candidate processing
- Accepts Manually Written Checks
- Create and Print 1099 Forms
- Vendor Maintenance
- Print Quick Checks on Demand

## **REPORTS:**

### **General Ledger**

- General Ledger
- Trial Balance
- Chart of Accounts List
- Supporting Schedules
- User Defined Financial Reports
- User Defined Income and Balance Statement
- Financial Statements
- Budget, Last Year, Prior Period and Changes Comparison on Financial Statements

### **Accounts Payable**

- Vendor List
- Open Payables List
- Unpaid Invoice List
- Invoice History List
- Invoice Detail List
- Aging by Due Date
- Aging by Invoice Date
- PreWritten Check Register
- Monthly Check Register
- Cash Forecast
- Vendor Usage Report

**SALES ARE AUTOMATICALLY POSTED TO PROPER ACCOUNTS.  
BANK DEPOSITS ARE AUTOMATICALLY POSTED TO PROPER ACCOUNTS.**

# ***AUTO REPAIR BOSS™***

## ***PAYROLL MODULE***

### **FEATURES:**

- supports federal/state/local taxes
- allows up to six different pay rates and five additional deductions per employee
- prints checks, W-2, 941 and unemployment reports
- pay by hours, salary, commission
- daily, weekly, bi-weekly, semi-monthly, monthly and annually pay periods
- changeable rates and expense account distributions
- uses same readily available checks as Accounts Payable
- multi-state/locality deduction calculations and distributions on same paycheck
- accepts manually written paychecks
- hourly and salary payrolls can be processed at the same time

### **REPORTS:**

- Employee Earnings
- Payroll History
- Deductions Report
- Deductions Taken
- Tax Liability
- Deduction Liability
- Accrual Liability
- G/L Posting Summary
- Departmental Personal
- Benefit Accruals
- Birthday List
- Anniversary List
- Physicals Due
- Personnel Reviews
- Terminations List
- EEOC Report

# ***AUTO REPAIR BOSS™ SYSTEM CATALOG***

System Catalog will automatically build a catalog based from your invoice histories. Therefore, parts that are most common to your business will be easily accessible to you. For example, if you sell a brake job and a set of tires on an 89 Chevrolet Monte Carlo the parts are automatically inserted into the system catalog database for future use. The next time an 89 Chevrolet Monte Carlo comes in, the part numbers will be available in your on-line catalog eliminating the need to look up the parts in your on-the-counter paper catalog. This feature will prove to be a valuable time saving tool for your salesmen!

## **FEATURES:**

- On-line System Catalog
- On-line Vendor Pricing
- Catalog Lookup is as Easy as Typing Year/Make /Model
- Vendor Part Number, Pricing Information, and Your On-hand Stocking Levels Instantly Displayed



=====  
CHARGE SALES  
=====

| CUSTOMER | INVOICE# | AMOUNT |
|----------|----------|--------|
| PALMER   | 86       | 50.68  |
| PALMER   | 87       | 81.40  |
| CLOVER   | 88       | 215.23 |
| DOE      | 89       | 249.55 |
| SMITH    | 90       | 373.96 |
|          | TOTAL    | 970.82 |

=====  
CASH PAYOUTS  
=====

| ACCOUNT# | NAME            | DESCRIPTION | AMOUNT |
|----------|-----------------|-------------|--------|
| 1150     | NAPA PART STORE | BRAKE PADS  | 26.99  |
|          |                 | TOTAL       | 26.99  |

=====  
ACCOUNTS RECEIVABLE  
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| ACCOUNT# | INVOICE# | NAME   | AMOUNT |
|----------|----------|--------|--------|
| 5        | 86       | PALMER | 50.68  |
|          |          | TOTAL  | 50.68  |







\*\*\*\*\*  
 12-25-2000 SALES REPORT FROM ( 9-01-1999) TO ( 9-29-1999) PART 1  
 \*\*\*\*\*

| DATE      | NET      | TAX1   | TAX2 | TOTAL    | CHARGE | A/R    | PAYOUT | INV | COST    | PROFIT   | JOB AVG |
|-----------|----------|--------|------|----------|--------|--------|--------|-----|---------|----------|---------|
| 9-01-1999 | 614.45   | 24.91  | 0.00 | 639.36   | 407.92 | 0.00   | 0.00   | 3   | 136.89  | 477.56   | 204.82  |
| 9-02-1999 | 669.25   | 28.81  | 0.00 | 698.06   | 0.00   | 0.00   | 0.00   | 3   | 153.88  | 515.37   | 223.08  |
| 9-03-1999 | 499.45   | 20.99  | 0.00 | 520.44   | 0.00   | 0.00   | 0.00   | 2   | 99.66   | 399.79   | 249.73  |
| 9-04-1999 | 639.10   | 29.52  | 0.00 | 668.62   | 0.00   | 0.00   | 0.00   | 3   | 147.70  | 491.40   | 213.03  |
| 9-05-1999 | 584.30   | 22.29  | 0.00 | 606.59   | 0.00   | 0.00   | 0.00   | 3   | 120.62  | 463.68   | 194.77  |
| 9-06-1999 | 554.35   | 19.54  | 0.00 | 573.89   | 0.00   | 0.00   | 0.00   | 3   | 74.91   | 479.44   | 184.78  |
| 9-07-1999 | 609.15   | 28.21  | 0.00 | 637.36   | 0.00   | 0.00   | 10.00  | 3   | 113.65  | 495.50   | 203.05  |
| 9-09-1999 | 479.30   | 22.29  | 0.00 | 501.59   | 334.55 | 407.92 | 22.43  | 4   | 113.30  | 366.00   | 119.83  |
| 9-10-1999 | 234.75   | 6.37   | 0.00 | 241.12   | 0.00   | 0.00   | 0.00   | 1   | 46.55   | 188.20   | 234.75  |
| 9-11-1999 | 439.40   | 20.26  | 0.00 | 459.66   | 0.00   | 0.00   | 0.00   | 2   | 84.60   | 354.80   | 219.70  |
| 9-12-1999 | 379.50   | 17.36  | 0.00 | 396.86   | 0.00   | 0.00   | 0.00   | 4   | 76.70   | 302.80   | 94.88   |
| 9-13-1999 | 399.50   | 18.09  | 0.00 | 417.59   | 0.00   | 0.00   | 0.00   | 4   | 86.00   | 313.50   | 99.88   |
| 9-14-1999 | 534.35   | 20.12  | 0.00 | 554.47   | 0.00   | 0.00   | 0.00   | 3   | 106.05  | 428.30   | 178.12  |
| 9-16-1999 | 574.35   | 21.71  | 0.00 | 596.06   | 0.00   | 0.00   | 0.00   | 4   | 94.55   | 479.80   | 143.59  |
| 9-17-1999 | 1038.75  | 49.22  | 0.00 | 1087.97  | 0.00   | 0.00   | 0.00   | 4   | 220.97  | 817.78   | 259.69  |
| 9-18-1999 | 299.55   | 14.04  | 0.00 | 313.59   | 0.00   | 0.00   | 18.76  | 2   | 64.55   | 235.00   | 149.78  |
| 9-19-1999 | 604.40   | 20.99  | 0.00 | 625.39   | 0.00   | 0.00   | 0.00   | 3   | 110.60  | 493.80   | 201.47  |
| 9-20-1999 | 439.40   | 20.25  | 0.00 | 459.65   | 0.00   | 0.00   | 0.00   | 2   | 84.60   | 354.80   | 219.70  |
| 9-21-1999 | 429.45   | 19.54  | 0.00 | 448.99   | 0.00   | 0.00   | 0.00   | 3   | 89.95   | 339.50   | 143.15  |
| 9-22-1999 | 399.40   | 18.81  | 0.00 | 418.21   | 0.00   | 334.55 | 0.00   | 3   | 66.00   | 333.40   | 133.13  |
| 9-23-1999 | 319.60   | 14.48  | 0.00 | 334.08   | 0.00   | 0.00   | 0.00   | 2   | 68.80   | 250.80   | 159.80  |
| 9-24-1999 | 339.50   | 15.91  | 0.00 | 355.41   | 0.00   | 0.00   | 0.00   | 1   | 58.10   | 281.40   | 339.50  |
| 9-25-1999 | 534.35   | 20.26  | 0.00 | 554.61   | 0.00   | 0.00   | 0.00   | 2   | 75.95   | 458.40   | 267.18  |
| 9-26-1999 | 654.65   | 12.31  | 0.00 | 666.96   | 0.00   | 0.00   | 0.00   | 4   | 75.36   | 579.29   | 163.66  |
| 9-28-1999 | 469.65   | 10.14  | 0.00 | 479.79   | 0.00   | 0.00   | 0.00   | 4   | 45.65   | 424.00   | 117.41  |
| 9-29-1999 | 459.45   | 18.81  | 0.00 | 478.26   | 0.00   | 0.00   | 0.00   | 4   | 86.65   | 372.80   | 114.86  |
| =====     |          |        |      |          |        |        |        |     |         |          |         |
|           | 13199.35 | 535.23 | 0.00 | 13734.58 | 742.47 | 742.47 | 51.19  | 76  | 2502.24 | 10697.11 | 173.68  |

SALES BREAKDOWN

```

=====
CATEGORY                PARTS          LABOR          TOTAL
=====
AIR CONDITION            0.00           0.00           0.00
BRAKES                   1159.50        2293.55        3453.05
EXHAUST                  5747.70        3300.00        9047.70
FRONT END                0.00           0.00           0.00
HITCHES                  0.00           0.00           0.00
MISC                     0.00           0.00           0.00
OIL CHANGE               0.00           0.00           0.00
SHOCKS                   474.60         224.00         698.60
TUNE UP                  0.00           0.00           0.00
TIRE                     0.00           0.00           0.00
TRANSMISSION             0.00           0.00           0.00
NO CATEGORY              0.00           0.00           0.00
=====
TOTAL =====>         7381.80        5817.55        13199.35
  
```

GRAND TOTALS

```

=====
PARTS      +      7381.80
LABOR      +      5817.55
SUBTOTAL   =      13199.35
TAX/FEE 1  +      535.23
TAX/FEE 2  +       0.00
TAX/FEE 3  +       0.00
TAX/FEE 4  +       0.00
TOTAL      =      13734.58
  
```

HOW PAID

```

=====
CASH                2550.85
CHECK               6983.79
MC/VISA             2048.43
AMEX                815.39
DISCOVER            593.65
CHARGE              742.47
OLD PAY METHOD       0.00
=====
13734.58
  
```

\*\*\*\*\*  
 12-25-2000 SALES TAX/FEE REPORT FROM ( 9-01-1999 ) TO ( 9-29-1999 )  
 \*\*\*\*\*

SALES TAX/FEE BREAKDOWN

| CODE  | DESCRIPTION | RATE   | COLLECTED | SALES    |             |         |         |
|-------|-------------|--------|-----------|----------|-------------|---------|---------|
|       |             |        |           | TAXABLE  | NON TAXABLE | PARTS   | LABOR   |
| DL    | DALLAS      | 7.2500 | 535.23    | 13199.35 | 0.00        | 7381.80 | 5817.55 |
| EX    | EXEMPT      | 0.0000 | 0.00      | 0.00     | 0.00        | 0.00    | 0.00    |
| GL    | GARLAND     | 8.2500 | 0.00      | 0.00     | 0.00        | 0.00    | 0.00    |
| NT    | NON TAXABLE | 0.0000 | 0.00      | 0.00     | 13199.35    | 7381.80 | 5817.55 |
| RW    | ROCKWALL    | 7.2500 | 0.00      | 0.00     | 0.00        | 0.00    | 0.00    |
| TOTAL |             |        | 535.23    |          |             |         |         |



\*\*\*\*\*  
12-25-2000 EMPLOYEE SALES REPORT FROM ( 9-01-1999) TO ( 9-29-1999)  
\*\*\*\*\*

SALES SUMMARY FOR GREG PETERS

=====

| CATEGORY      | PARTS   | LABOR   | TOTAL   |
|---------------|---------|---------|---------|
| AIR CONDITION | 0.00    | 0.00    | 0.00    |
| BRAKES        | 569.75  | 1149.25 | 1719.00 |
| EXHAUST       | 3153.30 | 1820.00 | 4973.30 |
| FRONT END     | 0.00    | 0.00    | 0.00    |
| HITCHES       | 0.00    | 0.00    | 0.00    |
| MISC          | 0.00    | 0.00    | 0.00    |
| OIL CHANGE    | 0.00    | 0.00    | 0.00    |
| SHOCKS        | 305.10  | 144.00  | 449.10  |
| TUNE UP       | 0.00    | 0.00    | 0.00    |
| TIRE          | 0.00    | 0.00    | 0.00    |
| TRANSMISSION  | 0.00    | 0.00    | 0.00    |
| NO CATEGORY   | 0.00    | 0.00    | 0.00    |
| TOTAL ==>     | 4028.15 | 3113.25 | 7141.40 |

=====

**EMPLOYEE TIME SHEET**

GREG PETERS  
1486 MAIN ST  
GARLAND, TX 78556

BEGINNING DATE: 12-18-2000  
ENDING DATE: 12-22-2000

---

| DATE IN      | TIME IN  | DATE OUT   | TIME OUT | TOTAL |
|--------------|----------|------------|----------|-------|
| 12-18-2000   | 8:00:00  | 12-18-2000 | 12:00:00 | 4.00  |
| 12-18-2000   | 12:30:00 | 12-18-2000 | 17:30:00 | 5.00  |
| 12-19-2000   | 7:59:00  | 12-19-2000 | 12:05:00 | 4.10  |
| 12-19-2000   | 12:36:00 | 12-19-2000 | 17:40:00 | 5.07  |
| 12-20-2000   | 8:01:00  | 12-20-2000 | 11:45:00 | 3.73  |
| 12-20-2000   | 12:38:00 | 12-20-2000 | 16:01:00 | 3.38  |
| 12-21-2000   | 7:25:00  | 12-21-2000 | 12:21:00 | 4.93  |
| 12-21-2000   | 13:00:00 | 12-21-2000 | 16:21:00 | 3.35  |
| 12-22-2000   | 8:01:00  | 12-22-2000 | 11:45:00 | 3.73  |
| 12-22-2000   | 12:45:00 | 12-22-2000 | 15:07:00 | 2.37  |
| TOTAL =====> |          |            |          | 39.66 |

Employee Signature: \_\_\_\_\_



\*\*\*\*\*  
 12-25-2000           MANAGER SALES REPORT FROM ( 9-01-1999) TO ( 9-29-1999)  
 \*\*\*\*\*

SALES SUMMARY FOR GREG PETERS

=====

| CATEGORY      | PARTS   | LABOR   | TOTAL    |
|---------------|---------|---------|----------|
| AIR CONDITION | 0.00    | 0.00    | 0.00     |
| BRAKES        | 1159.50 | 2293.55 | 3453.05  |
| EXHAUST       | 5747.70 | 3300.00 | 9047.70  |
| FRONT END     | 0.00    | 0.00    | 0.00     |
| HITCHES       | 0.00    | 0.00    | 0.00     |
| MISC          | 0.00    | 0.00    | 0.00     |
| OIL CHANGE    | 0.00    | 0.00    | 0.00     |
| SHOCKS        | 474.60  | 224.00  | 698.60   |
| TUNE UP       | 0.00    | 0.00    | 0.00     |
| TIRE          | 0.00    | 0.00    | 0.00     |
| TRANSMISSION  | 0.00    | 0.00    | 0.00     |
| NO CATEGORY   | 0.00    | 0.00    | 0.00     |
| TOTAL ==>     | 7381.80 | 5817.55 | 13199.35 |

**ABZ MUFFLER & BRAKE SHOP  
123 EAST MAIN  
DALLAS, TX 75044  
972-555-5555**

OTIS BALDWIN  
4566 GOLIAD  
GARLAND, TX 72506

Dear Preferred Customer,

Re: 89 CAPRICE

We are currently running a special on oil changes. As you know, you should replace your oil every 5000 miles. Let us do the dirty work and change your oil for only \$19.95!

While you are in taking advantage of the great price on oil changes, let us do a complete brake inspection for free. Safety is our first concern. Give us a call and make your appointment for your oil change today!

We appreciate your business,  
Steve Smith, Manager

**ABZ MUFFLER & BRAKE SHOP**

Dear Preferred Customer,

Re: 78 CHEVROLET

We recommed that you change your oil every 5000 miles.  
It's been over 90 days since your last oil change.  
As a valued customer, please bring this post card in and  
receive our special \$19.95 price.

While you're in let us do a free 20 point safety check!

We appreciate your business,  
Steve Smith, Manager

---

**ABZ MUFFLER & BRAKE SHOP**

Dear Preferred Customer,

Re: 88 CHEVROLET

We recommed that you change your oil every 5000 miles.  
It's been over 90 days since your last oil change.  
As a valued customer, please bring this post card in and  
receive our special \$19.95 price.

While you're in let us do a free 20 point safety check!

We appreciate your business,  
Steve Smith, Manager

---

\*\*\*\*\*

PALMER PRODUCTS, INC.

Invoice #  
85

PO BOX 11627  
KILLEEN, TX 76547  
1-800-473-5198 972-234-0385

DATE  
9-29-2016

\*\*\*\*\*

NAME:OTIS BALDWIN  
4566 GOLIAD  
GARLAND, TX 72506

HPHONE:214-652-9822  
WPHONE:211-524-8215

TAG:181TAQ  
YR:1989 MAKE:CHEVROLET  
MODEL:CAPRICE  
MILEAGE:85854  
MOTOR:305  
VIN:20449249224854

TECH:GP  
NOTES:

MANAGER:SS

PO NUMBER:  
MANUF:

| PART#  | DESCRIPTION  | QTY  | PRICE | DISC | TOTAL |
|--------|--|------|-------|------|-------|
| FPH30  | OIL FILTER   | 1.00 | 3.95  | 0    | 3.95  |
| OC     | OIL CHANGE   | 1.00 | 18.95 | 0    | 18.95 |
| FCA326 | AIR FILTER   | 1.00 | 6.95  | 0    | 6.95  |
| RD52   | PADS   | 1.00 | 20.00 | 0    | 20.00 |
| FBJ    | INSTALL NEW PADS; MACHINE ROTORS; REPACK WHEEL BEARINGS; ADD BRAKE FLUID AS NEEDED | 1.00 | 59.95 | 0    | 59.95 |

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle for the purposes of testing and inspection. An express mechanics lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.

Signature X \_\_\_\_\_

|            |        |
|------------|--------|
| Parts      | 30.90  |
| Labor      | 78.90  |
| Subtotal   | 109.80 |
| Dallas Tax | 2.24   |
| Shop Fee   | 2.00   |
| -----      |        |
| Total      | 114.04 |
| Mc/Visa    | 114.04 |

\*\*\*\*\*

PALMER PRODUCTS, INC.

Invoice # 84

PO BOX 11627
KILLEEN, TX 76547
1-800-473-5198 972-234-0385

DATE 12-02-2016

\*\*\*\*\*

LNAME: BALDWIN TAG: 181TAQ
FNAME: OTIS HPHONE: 214-652-9822 YR: 1989 MAKE: CHEVROLET
ADRES: 4566 GOLIAD WPHONE: 211-524-8215 MODEL: CAPRICE
CY/ST: GARLAND, TX ZIP: 72506 MILEAGE: 85854
TECH: GP MANAGER: GP PO NUMBER: MOTOR: 305
NOTES: MANUF: VIN: 20449249224854
RATE: FLAT HRLY BOTH TIME REC: PROMISED:

Table with 6 columns: PART#, DESCRIPTION, QTY, PRICE, DISC, TOTAL. Rows include D211 DUNLOP ROVER LT P225/70R15, MT MOUNT TIRE, BT BALANCE TIRE, VS VALVE STEM, RH ROAD HAZARD WARRANTY, FPH30 OIL FILTER, OC OIL CHANGE, FCA326 AIR FILTER.

REPRINT\*\*\*\*\*REPRINT\*\*\*\*\*REPRINT\*\*\*\*\*REPRINT\*\*\*\*\*REPRINT\*\*\*\*\*REPRINT\*\*\*\*\*REPRINT\*\*\*\*\*REPRINT\*\*\*\*\*REPRINT\*\*\*\*\*

PLEASE READ CAREFULLY, CHECK ONE OF THE STATEMENTS BELOW, AND SIGN:
I UNDERSTAND THAT UNDER STATE LAW I AM ENTITLED TO A WRITTEN ESTIMATE IF MY FINAL BILL WILL EXCEED \$100.
I REQUEST A WRITTEN ESTIMATE.
I DO NOT REQUEST A WRITTEN ESTIMATE AS LONG AS THE REPAIR COSTS DO NOT EXCEED \$ THE SHOP MAY NOT EXCEED THIS AMOUNT WITHOUT MY WRITTEN OR ORAL APPROVAL.
I DO NOT REQUEST A WRITTEN ESTIMATE.

SIGNED X \_\_\_\_\_ DATE \_\_\_\_\_

SAVE REPLACED PARTS YES NO. NOT RESPONSIBLE FOR ANY PERSONAL ITEMS LEFT IN VEHICLE.
WE GUARANTEE OUR LABOR FOR 90 DAYS OR 3000 MILES, WICHEVER COMES FIRST.
PARTS CODE: N-NEW U-USED R-REBUILT RC-RECONDITIONED FW-FREE UNDER WARRANTY RW-REDUCED COST UNDER WARRANTY
DAILY STORAGE CHARGES \$ BEGINNING 3 WORK DAYS AFTER NOTIFICATION OF COMPLETED REPAIR

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle for the purposes of testing and inspection. An express mechanics lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.
Signature X \_\_\_\_\_

Summary table with 2 columns: Description, Amount. Rows: Parts 302.66, Labor 66.95, Subtotal 369.61, Dallas Tax 21.94, Shop Fee 2.00, Total 393.55.

Mc/Visa 393.55

Invoice #  
86

PALMER PRODUCTS, INC.  
13 HIGH MESA PLACE  
RICHARDSON, TX 75080  
1-800-473-5198 FAX# 972-234-0333

DATE  
2-15-2001

NAME: OTIS BALDWIN  
4566 GOLIAD  
GARLAND, TX 72506

HPHONE: 214-652-9822  
WPHONE: 211-524-8215

TAG: 181TAQ  
YR: 89 MAKE: CHEVROLET  
MODEL: CAPRICE  
MILEAGE: 85854  
MOTOR: 305  
VIN: 20449249224854

TECH: GP                      MANAGER: SS  
NOTES:

HOW PAID: CHECK  
MANUF:

| PART/SERVICE | DESCRIPTION       | QTY  | PRICE | DISC | TOTAL |
|--------------|-------------------|------|-------|------|-------|
| RMD52        | PADS SEMI-METALIC | 1.00 | 20.00 | 0    | 20.00 |
| RBS242       | BRAKE SHOES       | 1.00 | 10.00 | 0    | 10.00 |
| PARTS TOTAL  |                   |      |       |      | 30.00 |

SERVICE'S DONE

|               |   |  |  |  |       |
|---------------|---|--|--|--|-------|
| FBJ           | INSTALL NEW PADS; MACHINE ROTORS; REPACK WHEEL BEARINGS |  |  |  | 59.95 |
| RBJ           | REPLACE SHOES; REMACHINE DRUMS; ADJUST BRAKES           |  |  |  | 39.95 |
| SERVICE TOTAL |   |  |  |  | 99.90 |

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle for the purposes of testing and inspection. An express mechanics lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.

Signature X \_\_\_\_\_

|          |        |
|----------|--------|
| Parts    | 30.00  |
| Labor    | 99.90  |
| Subtotal | 0.00   |
| Tax      | 2.18   |
| -----    |        |
| Total    | 132.08 |

Invoice #  
85

PALMER PRODUCTS, INC.  
PO BOX 11627  
KILLEEN, TX 76547  
1-800-473-5198 972-234-0385

DATE  
9-29-2016

NAME: OTIS BALDWIN  
4566 GOLIAD  
GARLAND, TX 72506

HPHONE: 214-652-9822  
WPHONE: 211-524-8215

TAG: 181TAQ  
YR: 1989 MAKE: CHEVROLET  
MODEL: CAPRICE  
MILEAGE: 85854  
MOTOR: 305  
VIN: 20449249224854

TECH: GP                      MANAGER: SS                      PO NUMBER:  
NOTES:    MANUF:

| PART/SERVICE | DESCRIPTION | QTY  | PRICE | DISC | TOTAL |
|--------------|-------------|------|-------|------|-------|
| FPH30        | OIL FILTER  | 1.00 | 3.95  | 0    | 3.95  |
| FCA326       | AIR FILTER  | 1.00 | 6.95  | 0    | 6.95  |
| RD52         | PADS        | 1.00 | 20.00 | 0    | 20.00 |
| PARTS TOTAL  |             |      |       |      | 30.90 |

SERVICE'S DONE

|               |  |  |  |  |       |
|---------------|--|--|--|--|-------|
| OC            | OIL CHANGE   |  |  |  | 18.95 |
| FBJ           | INSTALL NEW PADS; MACHINE ROTORS; REPACK WHEEL BEARINGS; ADD BRAKE FLUID AS NEEDED |  |  |  | 59.95 |
| SERVICE TOTAL |  |  |  |  | 78.90 |

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle for the purposes of testing and inspection. An express mechanics lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.

Signature X \_\_\_\_\_

|            |        |
|------------|--------|
| Parts      | 30.90  |
| Labor      | 78.90  |
| Subtotal   | 109.80 |
| Dallas Tax | 2.24   |
| Shop Fee   | 2.00   |
| -----      |        |
| Total      | 114.04 |
| Mc/Visa    | 114.04 |

\*\*\*\*\*  
 12-25-2000            ADVERTISING SUMMARY FROM( 9-01-1999 ) TO ( 9-05-1999 )  
 \*\*\*\*\*

ADVERTISING BREAKDOWN

| CODE | DESCRIPTION     | SALES  |        |         |
|------|-----------------|--------|--------|---------|
|      |                 | PARTS  | LABOR  | TOTAL   |
| NP   | NEWS PAPER      | 650.90 | 442.85 | 1093.75 |
| RF   | REFERRAL        | 437.15 | 356.90 | 794.05  |
| RP   | REPEAT CUSTOMER | 327.55 | 231.85 | 559.40  |
| YP   | YELLOW PAGES    | 289.55 | 209.90 | 499.45  |
|      |                 |        | TOTAL  | 2946.65 |



**Remit To:**

PALMER PRODUCTS, INC.  
13 HIGH MESA PL.  
RICHARDSON, TX 75080 75080

|                             |
|-----------------------------|
| <b>STATEMENT OF ACCOUNT</b> |
|-----------------------------|

Customer Number            5  
Statement Date            12-25-2000  
Last Payment Date        - -  
Last Payment Amount        0.00

Please direct inquiries to our  
Accounts Receivable department  
at 214-234-0385

Amount Enclosed \$ \_\_\_\_\_

**Bill To:**

STEVE PALMER  
5545 S. STREET  
GARLAND, TX 75121

Please detach and return this portion with your payment.

| Invoice | Date       | Description | Balance |
|---------|------------|-------------|---------|
| 000086  | 12-25-2000 | INVOICE     | 50.68   |
| 000087  | 12-25-2000 | INVOICE     | 81.40   |

|             |        |
|-------------|--------|
| Balance Due | 132.08 |
|-------------|--------|

| Current | 31 - 60 | 61 - 90 | Over 90 |
|---------|---------|---------|---------|
| 132.08  | 0.00    | 0.00    | 0.00    |

A finance charge of 1.5% per month is added for balances over 30 days old.

**CUSTOMER DETAIL LIST**

STEVEN SMITH  
4986 W. MAIN  
GARLAND, TX 75898

HOME PHONE: 214-982-2822  
WORK PHONE: 212-462-2535  
MOBIL/FAX:

---

| LICENSE | YR MAKE   | MODEL | MILEAGE | MOTOR |
|---------|-----------|-------|---------|-------|
| 546DDD  | 86 FORD   | F150  | 78982   | 302   |
| INV#    |           |       |         |       |
| 5       | 9-01-1999 | 56458 | 231.44  | SS    |

---

| LICENSE | YR MAKE   | MODEL | MILEAGE | MOTOR |
|---------|-----------|-------|---------|-------|
| 546DDD  | 86 FORD   | F150  | 78982   | 302   |
| INV#    |           |       |         |       |
| 48      | 9-17-1999 | 78982 | 461.27  | GP    |



# **CUSTOMER LIST**

OTIS BALDWIN  
4566 GOLIAD  
GARLAND, TX 72506

HOME PHONE: 214-652-9822  
WORK PHONE: 211-524-8215  
MOBIL/FAX:

---

CASH SALE  
,

HOME PHONE: - -  
WORK PHONE: - -  
MOBIL/FAX:

---

TOM CLOVER  
2558 ELM ST  
DALLAS, TX 73105

HOME PHONE: 215-822-8852  
WORK PHONE: 212-542-5740  
MOBIL/FAX:

---

JOHN DOE  
2233 E-Z STREET  
GARLAND, TX 75226

HOME PHONE: 214-986-5555  
WORK PHONE: 214-782-6504  
MOBIL/FAX:

---

STEVE PALMER  
5545 S. STREET  
GARLAND, TX 75121

HOME PHONE: 215-584-2365  
WORK PHONE: 326-559-6326  
MOBIL/FAX:

---

STEVEN SMITH  
4986 W. MAIN  
GARLAND, TX 75898

HOME PHONE: 214-982-2822  
WORK PHONE: 212-462-2535  
MOBIL/FAX:

---

# Accounts Receivable

Aging Report

---

| Customer Name | Statements | Last       | Last Payment |              | Current |
|---------------|------------|------------|--------------|--------------|---------|
|               | Unanswered | Statement  | Date         | Amount       | Balance |
| CLOVER, TOM   | 0          |            |              | 0.00         | 215.23  |
| DOE, JOHN     | 0          |            |              | 0.00         | 249.55  |
| PALMER, STEVE | 0          | 12-25-2000 |              | 0.00         | 132.08  |
| SMITH, STEVEN | 0          |            |              | 0.00         | 373.96  |
|               |            |            |              | Report Total | 970.82  |

## Accounts Receivable

## Invoice Aging Report

| Customer      | Invoice        | Date       | 00 - 30 | 31 - 60            | 61 - 90            | Over 90 | Balance |
|---------------|----------------|------------|---------|--------------------|--------------------|---------|---------|
| CLOVER, TOM   |                |            |         |                    |                    |         |         |
|               |                |            |         | Home: 215-822-8852 | Work: 212-542-5740 |         |         |
|               | 000088         | 12-25-2000 | 215.23  | 0.00               | 0.00               | 0.00    | 215.23  |
|               | Customer Total |            | 215.23  | 0.00               | 0.00               | 0.00    | 215.23  |
| DOE, JOHN     |                |            |         |                    |                    |         |         |
|               |                |            |         | Home: 214-986-5555 | Work: 214-782-6504 |         |         |
|               | 000089         | 12-25-2000 | 249.55  | 0.00               | 0.00               | 0.00    | 249.55  |
|               | Customer Total |            | 249.55  | 0.00               | 0.00               | 0.00    | 249.55  |
| PALMER, STEVE |                |            |         |                    |                    |         |         |
|               |                |            |         | Home: 215-584-2365 | Work: 326-559-6326 |         |         |
|               | 000086         | 12-25-2000 | 50.68   | 0.00               | 0.00               | 0.00    | 50.68   |
|               | 000087         | 12-25-2000 | 81.40   | 0.00               | 0.00               | 0.00    | 81.40   |
|               | Customer Total |            | 132.08  | 0.00               | 0.00               | 0.00    | 132.08  |
| SMITH, STEVEN |                |            |         |                    |                    |         |         |
|               |                |            |         | Home: 214-982-2822 | Work: 212-462-2535 |         |         |
|               | 000090         | 12-25-2000 | 373.96  | 0.00               | 0.00               | 0.00    | 373.96  |
|               | Customer Total |            | 373.96  | 0.00               | 0.00               | 0.00    | 373.96  |
|               | Grand Total    |            | 970.82  | 0.00               | 0.00               | 0.00    | 970.82  |

| Service Code | Description                                 | List   | 1QTR | 2QTR | 3QTR | 4QTR | Year | Lst Y |
|--------------|---|--------|------|------|------|------|------|-------|
| AL           | ALIGNMENT                                   | 25.00  | 0    | 0    | 0    | 0    | 0    | 0     |
| BJL          | LABOR TO INSTALL BALL JOINT                 | 25.00  | 0    | 0    | 0    | 0    | 0    | 0     |
| BL           | LABOR TO INSTALL BELT                       | 7.50   | 0    | 0    | 0    | 0    | 0    | 0     |
| BT           | BALANCE TIRE                                | 6.00   | 0    | 0    | 0    | 4    | 4    | 0     |
| DKL          | LABOR TO INSTALL DUALS                      | 60.00  | 0    | 0    | 0    | 0    | 0    | 0     |
| EPL          | LABOR TO INSTALL EXHAUST PIPE               | 10.00  | 0    | 0    | 67   | 0    | 67   | 0     |
| FBJ          | INSTALL NEW PADS; MACHINE ROTORS; REPACK WH | 59.95  | 0    | 0    | 21   | 6    | 27   | 0     |
| HL           | LABOR TO INSTALL HITCH                      | 40.00  | 0    | 0    | 0    | 0    | 0    | 0     |
| L            | LABOR                                       | 0.00   | 0    | 0    | 0    | 0    | 0    | 0     |
| ML           | LABOR TO INSTALL MUFFLER                    | 20.00  | 0    | 0    | 91   | 0    | 91   | 0     |
| MT           | MOUNT TIRE                                  | 3.00   | 0    | 0    | 0    | 4    | 4    | 0     |
| OC           | OIL CHANGE                                  | 18.95  | 0    | 0    | 0    | 0    | 0    | 0     |
| RBJ          | REPLACE SHOES; REMACHINE DRUMS; ADJUST BRAK | 39.95  | 0    | 0    | 8    | 2    | 10   | 0     |
| RC           | REBUILD CALIPERS                            | 55.00  | 0    | 0    | 13   | 0    | 13   | 0     |
| RH           | ROAD HAZARD WARRANTY                        | 3.00   | 0    | 0    | 0    | 4    | 4    | 0     |
| RWC          | REBUILD WHEEL CYLINDERS                     | 29.95  | 0    | 0    | 0    | 0    | 0    | 0     |
| SL           | LABOR INSTALL SHOCKS                        | 8.00   | 0    | 0    | 28   | 0    | 28   | 0     |
| TL           | LABOR TO INSTALL TRANSMISSION               | 200.00 | 0    | 0    | 0    | 0    | 0    | 0     |
| TPL          | LABOR TO INSTALL TAILPIPE                   | 10.00  | 0    | 0    | 105  | 1    | 106  | 0     |
| W            | WELD  | 8.00   | 0    | 0    | 0    | 0    | 0    | 0     |

| Part Number | Description                | On Hand | Net   | List   | MU | 1QTR | 2QTR | 3QTR | 4QTR | Year | Lst Y |
|-------------|----------------------------|---------|-------|--------|----|------|------|------|------|------|-------|
| D209        | DUNLOP ROVER LT P225/70R14 | 4.00    | 58.95 | 70.95  | 17 | 0    | 0    | 0    | 0    | 0    | 0     |
| D210        | DUNLOP ROVER LT P215/70R15 | 4.00    | 58.95 | 70.95  | 17 | 0    | 0    | 0    | 0    | 0    | 0     |
| D211        | DUNLOP ROVER LT P225/70R15 | 4.00    | 58.95 | 70.95  | 17 | 0    | 0    | 0    | 0    | 0    | 0     |
| D212        | DUNLOP ROVER LT P235/70R15 | 4.00    | 58.95 | 70.95  | 17 | 0    | 0    | 0    | 0    | 0    | 0     |
| D213        | DUNLOP ROVER LT P215/70R16 | 4.00    | 68.95 | 80.95  | 15 | 0    | 0    | 0    | 0    | 0    | 0     |
| D214        | DUNLOP ROVER LT P225/70R16 | 4.00    | 68.95 | 80.95  | 15 | 0    | 0    | 0    | 0    | 0    | 0     |
| D215        | DUNLOP ROVER LT P235/70R16 | 4.00    | 68.95 | 80.95  | 15 | 0    | 0    | 0    | 0    | 0    | 0     |
| D216        | DUNLOP ROVER LT P245/70R16 | 4.00    | 68.95 | 80.95  | 15 | 0    | 0    | 0    | 0    | 0    | 0     |
| D217        | DUNLOP ROVER LT P255/70R16 | 4.00    | 68.95 | 80.95  | 15 | 0    | 0    | 0    | 0    | 0    | 0     |
| D218        | DUNLOP ROVER LT P265/70R17 | 4.00    | 89.99 | 101.99 | 12 | 0    | 0    | 0    | 0    | 0    | 0     |
| EP29        | EXHAUST PIPE               | 18.00   | 3.95  | 19.95  | 80 | 0    | 0    | 67   | 0    | 67   | 0     |
| G103025     | TRUCK & VAN SHOCK          | 2.00    | 14.95 | 34.95  | 57 | 0    | 0    | 0    | 0    | 0    | 0     |
| G103038     | TRUCK & VAN SHOCK          | 2.00    | 14.95 | 34.95  | 57 | 0    | 0    | 0    | 0    | 0    | 0     |
| G103325     | TRUCK & VAN GAS SHOCK      | 2.00    | 19.95 | 49.95  | 60 | 0    | 0    | 0    | 0    | 0    | 0     |
| G103338     | TRUCK & VAN GAS SHOCK      | 2.00    | 19.95 | 49.95  | 60 | 0    | 0    | 0    | 0    | 0    | 0     |
| G103339     | TRUCK & VAN GAS SHOCK      | 2.00    | 19.95 | 49.95  | 60 | 0    | 0    | 0    | 0    | 0    | 0     |
| G103369     | TRUCK & VAN GAS SHOCK      | 2.00    | 19.95 | 49.95  | 60 | 0    | 0    | 0    | 0    | 0    | 0     |
| G103385     | TRUCK & VAN GAS SHOCK      | 2.00    | 19.95 | 49.95  | 60 | 0    | 0    | 0    | 0    | 0    | 0     |
| G109101     | PREMIUM GAS SHOCK          | 0.00    | 16.15 | 24.95  | 35 | 0    | 0    | 0    | 0    | 0    | 0     |
| G109102     | PREMIUM GAS SHOCK          | 2.00    | 16.15 | 24.95  | 35 | 0    | 0    | 0    | 0    | 0    | 0     |
| G109120     | PREMIUM GAS SHOCK          | 2.00    | 16.15 | 24.95  | 35 | 0    | 0    | 0    | 0    | 0    | 0     |
| G109130     | PREMIUM GAS SHOCK          | 0.00    | 16.15 | 26.95  | 40 | 0    | 0    | 0    | 0    | 0    | 0     |
| G1730       | HEAVY DUTY SHOCK           | 0.00    | 6.95  | 12.95  | 46 | 0    | 0    | 0    | 0    | 0    | 0     |
| G1736       | HEAVY DUTY SHOCK           | 2.00    | 6.95  | 12.95  | 46 | 0    | 0    | 0    | 0    | 0    | 0     |
| G1737       | HEAVY DUTY SHOCK           | 2.00    | 6.95  | 12.95  | 46 | 0    | 0    | 0    | 0    | 0    | 0     |
| G1781       | HEAVY DUTY SHOCK           | 0.00    | 6.95  | 12.95  | 46 | 0    | 0    | 0    | 0    | 0    | 0     |
| G1784       | HEAVY DUTY SHOCK           | 2.00    | 6.95  | 12.95  | 46 | 0    | 0    | 0    | 0    | 0    | 0     |
| G18032      | EXHAUST PIPE               | 1.00    | 19.91 | 44.50  | 55 | 0    | 0    | 0    | 0    | 0    | 0     |

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 Totals --> 3138.77 4382.56 28



| Part Number | On Hand | Count | Description                | Vendor | Remarks |
|-------------|---------|-------|----------------------------|--------|---------|
| D209        | 4.00    |       | DUNLOP ROVER LT P225/70R14 | SAM    |         |
| D210        | 4.00    |       | DUNLOP ROVER LT P215/70R15 | SAM    |         |
| D211        | 4.00    |       | DUNLOP ROVER LT P225/70R15 | SAM    |         |
| D212        | 4.00    |       | DUNLOP ROVER LT P235/70R15 | SAM    |         |
| D213        | 4.00    |       | DUNLOP ROVER LT P215/70R16 | SAM    |         |
| D214        | 4.00    |       | DUNLOP ROVER LT P225/70R16 | SAM    |         |
| D215        | 4.00    |       | DUNLOP ROVER LT P235/70R16 | SAM    |         |
| D216        | 4.00    |       | DUNLOP ROVER LT P245/70R16 | SAM    |         |
| D217        | 4.00    |       | DUNLOP ROVER LT P255/70R16 | SAM    |         |
| D218        | 4.00    |       | DUNLOP ROVER LT P265/70R17 | SAM    |         |
| EP29        | 18.00   |       | EXHAUST PIPE               | G      |         |
| G103025     | 2.00    |       | TRUCK & VAN SHOCK          | G      |         |
| G103038     | 2.00    |       | TRUCK & VAN SHOCK          | G      |         |
| G103325     | 2.00    |       | TRUCK & VAN GAS SHOCK      | G      |         |
| G103338     | 2.00    |       | TRUCK & VAN GAS SHOCK      | G      |         |
| G103339     | 2.00    |       | TRUCK & VAN GAS SHOCK      | G      |         |
| G103369     | 2.00    |       | TRUCK & VAN GAS SHOCK      | G      |         |
| G103385     | 2.00    |       | TRUCK & VAN GAS SHOCK      | G      |         |
| G109101     | 0.00    |       | PREMIUM GAS SHOCK          | G      |         |
| G109102     | 2.00    |       | PREMIUM GAS SHOCK          | G      |         |
| G109120     | 2.00    |       | PREMIUM GAS SHOCK          | G      |         |
| G109130     | 0.00    |       | PREMIUM GAS SHOCK          | G      |         |
| G1730       | 0.00    |       | HEAVY DUTY SHOCK           | G      |         |
| G1736       | 2.00    |       | HEAVY DUTY SHOCK           | G      |         |
| G1737       | 2.00    |       | HEAVY DUTY SHOCK           | G      |         |
| G1781       | 0.00    |       | HEAVY DUTY SHOCK           | G      |         |
| G1784       | 2.00    |       | HEAVY DUTY SHOCK           | G      |         |
| G18032      | 1.00    |       | EXHAUST PIPE               | G      |         |

| Order | Part Number | Description                | On Hand | Net   | 1QTR | 2QTR | 3QTR | 4QTR | Year | Lst Y |
|-------|-------------|----------------------------|---------|-------|------|------|------|------|------|-------|
| 4.00  | B200        | BFGOODRICH T/A P175/70SR13 | 0.00    | 26.99 | 0    | 0    | 0    | 4    | 4    | 0     |
| 7.00  | EP29        | EXHAUST PIPE               | 18.00   | 3.95  | 0    | 0    | 67   | 0    | 67   | 0     |
| 2.00  | G109101     | PREMIUM GAS SHOCK          | 0.00    | 16.15 | 0    | 0    | 0    | 0    | 0    | 0     |
| 2.00  | G109130     | PREMIUM GAS SHOCK          | 0.00    | 16.15 | 0    | 0    | 0    | 0    | 0    | 0     |
| 2.00  | G1730       | HEAVY DUTY SHOCK           | 0.00    | 6.95  | 0    | 0    | 0    | 0    | 0    | 0     |
| 2.00  | G1781       | HEAVY DUTY SHOCK           | 0.00    | 6.95  | 0    | 0    | 0    | 0    | 0    | 0     |
| 1.00  | G33422      | AIR SHOCKS                 | 0.00    | 49.95 | 0    | 0    | 0    | 0    | 0    | 0     |
| 3.00  | G6533       | MUFFLER                    | 1.00    | 13.25 | 0    | 0    | 10   | 0    | 10   | 0     |
| 2.00  | G6535       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 2    | 0    | 2    | 0     |
| 1.00  | G6537       | MUFFLER                    | 1.00    | 13.25 | 0    | 0    | 1    | 0    | 1    | 0     |
| 1.00  | G6542       | MUFFLER                    | 1.00    | 13.25 | 0    | 0    | 1    | 0    | 1    | 0     |
| 2.00  | G6544       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 2    | 0    | 2    | 0     |
| 2.00  | G6545       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 2    | 0    | 2    | 0     |
| 2.00  | G6546       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 2    | 0    | 2    | 0     |
| 2.00  | G6552       | MUFFLER                    | 1.00    | 13.25 | 0    | 0    | 4    | 0    | 4    | 0     |
| 2.00  | G6554       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 4    | 0    | 4    | 0     |
| 2.00  | G6560       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 2    | 0    | 2    | 0     |
| 1.00  | G6561       | MUFFLER                    | 1.00    | 13.25 | 0    | 0    | 1    | 0    | 1    | 0     |
| 2.00  | G6566       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 2    | 0    | 2    | 0     |
| 2.00  | G6576       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 4    | 0    | 4    | 0     |
| 2.00  | G6577       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 4    | 0    | 4    | 0     |
| 2.00  | G6596       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 2    | 0    | 2    | 0     |
| 2.00  | G6597       | MUFFLER                    | 0.00    | 13.25 | 0    | 0    | 2    | 0    | 2    | 0     |
| 1.00  | G6598       | MUFFLER                    | 1.00    | 13.25 | 0    | 0    | 1    | 0    | 1    | 0     |
| 1.00  | G6599       | MUFFLER                    | 1.00    | 13.25 | 0    | 0    | 8    | 0    | 8    | 0     |
| 2.00  | G851736     | GAS SHOCK                  | 2.00    | 9.15  | 0    | 0    | 16   | 0    | 16   | 0     |
| 2.00  | G851737     | GAS SHOCK                  | 2.00    | 9.15  | 0    | 0    | 12   | 0    | 12   | 0     |
| 2.00  | G9012       | SPRING SHOCK               | 0.00    | 24.95 | 0    | 0    | 0    | 0    | 0    | 0     |
| 2.00  | GD2140      | SPRING SHOCK               | 0.00    | 24.95 | 0    | 0    | 0    | 0    | 0    | 0     |
| 87.00 | GH212       | CLAMP                      | 113.00  | 0.88  | 0    | 0    | 0    | 0    | 0    | 0     |
| 27.00 | GH214       | CLAMP                      | 73.00   | 0.80  | 0    | 0    | 0    | 0    | 0    | 0     |
| 18.00 | GT200       | CLAMP                      | 182.00  | 0.75  | 0    | 0    | 0    | 0    | 0    | 0     |
| 48.00 | GT212       | CLAMP                      | 52.00   | 0.80  | 0    | 0    | 0    | 0    | 0    | 0     |
| 5.00  | GT214       | CLAMP                      | 45.00   | 0.80  | 0    | 0    | 0    | 0    | 0    | 0     |
| 2.00  | RD120       | PADS                       | 0.00    | 9.95  | 0    | 0    | 4    | 0    | 4    | 0     |
| 1.00  | RD50        | PADS                       | 3.00    | 7.50  | 0    | 0    | 1    | 0    | 1    | 0     |
| 5.00  | RD52        | PADS                       | -3.00   | 7.50  | 0    | 0    | 0    | 5    | 5    | 0     |
| 3.00  | RMD52       | PADS SEMI-METALIC          | 1.00    | 9.95  | 0    | 0    | 6    | 1    | 7    | 0     |
| 4.00  | RWK885      | CALIPER KITS               | 0.00    | 1.75  | 0    | 0    | 4    | 0    | 4    | 0     |
| 3.00  | TP29        | TAILPIPE                   | 47.00   | 3.95  | 0    | 0    | 101  | 1    | 102  | 0     |
| 19.00 | VS          | VALVE STEM                 | 81.00   | 0.29  | 0    | 0    | 0    | 4    | 4    | 0     |

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 Totals --> 1111.53

**TIRE LOOKUP CODE LIST**

TIRE LOOKUP CODE:215-14

DESCRIPTION:215-14 TIRES

| PART# | PART# | PART# | PART# |
|-------|-------|-------|-------|
| B202  |       |       |       |
| B206  |       |       |       |
| R205  |       |       |       |

TIRE LOOKUP CODE:215-15

DESCRIPTION:215-15 TIRES

| PART# | PART# | PART# | PART# |
|-------|-------|-------|-------|
| B203  |       |       |       |
| D210  |       |       |       |
| G204  |       |       |       |
| M209  |       |       |       |
| M223  |       |       |       |
| R207  |       |       |       |

# PURCHASE ORDER

12-25-2000 4:35PM

PALMER PRODUCTS, INC.  
13 HIGH MESA PL.  
RICHARDSON, TX 75080 75080

Purchase Order Number 000001  
Purchase Order Date 12-25-2000  
Date Expected 12-25-2000  
Contact SAM

Vendor

SAMS TIRE WAREHOUSE  
111 E. MAIN  
DALLAS, TX 53193

Ship To

SAMS TIRE WAREHOUSE  
111 E. MAIN  
DALLAST, TX 53193

Special Instructions: ASAP

| Quantity | Item Number | Description                | Unit Price | Extended |
|----------|-------------|----------------------------|------------|----------|
| 4.00     | B200        | BFGOODRICH T/A P175/70SR13 | 26.99      | 107.96   |
| 7.00     | EP29        | EXHAUST PIPE               | 3.95       | 27.65    |
| 2.00     | G109101     | PREMIUM GAS SHOCK          | 16.15      | 32.30    |
| 2.00     | G109130     | PREMIUM GAS SHOCK          | 16.15      | 32.30    |
| 2.00     | G1730       | HEAVY DUTY SHOCK           | 6.95       | 13.90    |
| 2.00     | G1781       | HEAVY DUTY SHOCK           | 6.95       | 13.90    |
| 2.00     | G6596       | MUFFLER                    | 13.25      | 26.50    |
| 1.00     | G6599       | MUFFLER                    | 13.25      | 13.25    |
| 2.00     | G851736     | GAS SHOCK                  | 9.15       | 18.30    |
| 2.00     | G9012       | SPRING SHOCK               | 24.95      | 49.90    |
| 2.00     | GD2140      | SPRING SHOCK               | 24.95      | 49.90    |
| 18.00    | GT200       | CLAMP                      | 0.75       | 13.50    |
| 5.00     | GT214       | CLAMP                      | 0.80       | 4.00     |
| 1.00     | RD50        | PADS                       | 7.50       | 7.50     |
| 5.00     | RD52        | PADS                       | 7.50       | 37.50    |
| 3.00     | RMD52       | PADS SEMI-METALIC          | 9.95       | 29.85    |
| 4.00     | RWK885      | CALIPER KITS               | 1.75       | 7.00     |
| 3.00     | TP29        | TAILPIPE                   | 3.95       | 11.85    |
| 19.00    | VS          | VALVE STEM                 | 0.29       | 5.51     |
| 4.00     | B202        | BFGOODRICH T/A P215/70SR14 | 48.99      | 195.96   |

Purchase Order Total

698.53

Requested By:

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_