

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF DELAWARE

## PROOF OF CLAIM

In re:

Case Number:

NOTE: See Reverse for List of Debtors/Case Numbers/ important details. Other than claims under 11 U.S.C. § 503(b)(9), this form should not be used to make a claim for administrative expenses arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503(a).

**Name of Creditor and Address:** the person or other entity to whom the debtor owes money or property

WOFFORD HANDY  
1545 HOLLANDSWORTH DR  
BASSETT, VA 24055

24838954001209

☐ Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars.

☐ Check this box if you are the debtor or trustee in this case.

If you have already filed a proof of claim with the Bankruptcy Court or BMC, you do not need to file again.

**THIS SPACE IS FOR COURT USE ONLY**

Creditor Telephone Number 276 629-2147

Name and address where payment should be sent (if different from above):

RECEIVED

AUG 02 2010

☐ Check this box to indicate that this claim amends a previously filed claim.

Claim Number (if known):

Filed on:

Payment Telephone Number ( )

BMC GROUP

1. AMOUNT OF CLAIM AS OF DATE CASE FILED \$ 8199.49

If all or part of your claim is secured, complete item 4 below; however, if all of your claim is unsecured, do not complete item 4.

If all or part of your claim is entitled to priority, complete item 5.

☐ Check this box if claim includes interest or other charges in addition to the principal amount of claim. Attach itemized statement of interest or charges.

2. BASIS FOR CLAIM: Sick days, 60 day Warrant Act  
Expenses owed, Vacation Pay owed,

(See instructions #2 and #3a on reverse side.)

3. LAST FOUR DIGITS OF ANY NUMBER BY WHICH CREDITOR IDENTIFIES DEBTOR: 9869

3a. Debtor may have scheduled account as:

4. SECURED CLAIM (See instruction #4 on reverse side.)

Check the appropriate box if your claim is secured by a lien on property or a right of set off and provide the requested information

Secured Claim Amount: \$

**DO NOT** include the priority portion of your claim here.

**Nature of property or right of setoff:**

Unsecured Claim Amount: \$

☐ Real Estate ☐ Motor Vehicle ☐ Other

Amount of arrearage and other charges as of time case file included in secured claim,

Value of Property: \$ Annual Interest Rate: % if any: \$ Basis for Perfection:

5. PRIORITY CLAIM

☐ Amount of Claim Entitled to Priority under 11 U.S.C. § 507(a).

If any portion of your claim falls in one of the following categories, check the box and state the amount.

**You MUST specify the priority of the claim:**

☐ Domestic support obligations under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B).

☒ Wages, salaries, or commissions (up to \$11,725\*), earned within 180 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. § 507(a)(4).

☒ Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(5).

Unsecured Priority Claim Amount: \$

Include **ONLY** the priority portion of your unsecured claim here.

☐ Up to \$2,600\* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(7).

☐ Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8).

☐ Other - Specify applicable paragraph of 11 U.S.C. § 507(a) ( ).

\* Amounts are subject to adjustment on 4/1/13 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.

## SECTION 503(b)(9) CLAIM

\$

☐ Check this box if your claim is for the value of goods received by the debtor within 20 days before the date of commencement of the case (11 U.S.C. § 503(b)(9)). Include the amount of such claim in the space for "Amount entitled to priority" above.

6. CREDITS: The amount of all payments on this claim has been credited for the purpose of making this proof of claim.

7. SUPPORTING DOCUMENTS: Attach redacted copies of supporting documents, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, court judgments, mortgages, and security agreements. You may also attach a summary. Attach redacted copies of evidence of perfection of a security interest. (See instruction 7 and definition of "redacted" on reverse side.) If the documents are not available, please explain.

**DATE-STAMPED COPY:** To receive an acknowledgment of the filing of your claim, enclose a stamped, self-addressed envelope and copy of this proof of claim.

DO NOT SEND ORIGINAL DOCUMENTS. ATTACHED DOCUMENTS MAY BE DESTROYED AFTER SCANNING.

The original of this completed proof of claim form must be sent by mail or hand delivered (FAXES NOT ACCEPTED) so that it is actually received on or before 4:00 pm, prevailing Eastern Time on August 6, 2010 for Non-Governmental Claimants OR on or before November 15, 2010 for Governmental Units.

BY MAIL TO:  
BMC Group, Inc  
Attn: Barcalounger Corporation Claims Processing  
PO Box 3020  
Chanhassen, MN 55317-3020

BY HAND OR OVERNIGHT DELIVERY TO:  
BMC Group, Inc  
Attn: Barcalounger Corporation Claims Processing  
18750 Lake Drive East  
Chanhassen, MN 55317

**THIS SPACE FOR COURT USE ONLY**

Barcalounger



00248

DATE

7-27-10

SIGNATURE: The person filing this claim must sign it. Sign and print name and title, if any, of the creditor or other person authorized to file this claim and state address and telephone number if different from the notice address above. Attach copy of power of attorney, if any.

Wofford Handy

## INSTRUCTIONS FOR PROOF OF CLAIM FORM

The instructions and definitions below are general explanations of the law. In certain circumstances, such as bankruptcy cases not filed voluntarily by the debtor, there may be exceptions to these general rules.

### ITEMS TO BE COMPLETED IN PROOF OF CLAIM FORM (IF NOT ALREADY PROPERLY FILLED IN)

#### Court, Name of Debtor, and Case Number:

Fill in the name of the federal judicial district where the bankruptcy case was filed (for example Central District of California), the name of the debtor in the bankruptcy case, and the bankruptcy case number. If you received a notice of the case from the Claims Agent, BMC Group, some or all of this information may have been already completed.

Debtor Name	Case No
American of Martinsville, Inc.	10-11638
Barcalounger Corporation	10-11637

#### Creditor's Name and Address:

Fill in the name of the person or entity asserting a claim and the name and address of the person who should receive notices issued during the bankruptcy case. A separate space is provided for the payment address if it differs from the notice address. The creditor has a continuing obligation to keep the court informed of its current address. See Federal Rule of Bankruptcy Procedure (FRBP) 2002(g).

#### 1. Amount of Claim as of Date Case Filed:

State the total amount owed to the creditor on the date of the Bankruptcy filing. Follow the instructions concerning whether to complete item 4. Check the box if interest or other charges are included in the claim.

#### 2. Basis for Claim:

State the type of debt or how it was incurred. Examples include goods sold, money loaned, services performed, personal injury/wrongful death, car loan, mortgage note, and credit card.

#### 3. Last Four Digits of Any Number by Which Creditor Identifies Debtor:

State only the last four digits of the debtor's account or other number used by the creditor to identify the debtor.

#### 3a. Debtor May Have Scheduled Account As:

Use this space to report a change in the creditor's name, a transferred claim, or any other information that clarifies a difference between this proof of claim and the claim as scheduled by the debtor.

#### 4. Secured Claim:

Check the appropriate box and provide the requested information if the claim is fully or partially secured. Skip this section if the claim is entirely unsecured. (See DEFINITIONS, below.) State the type and the value of property that secures the claim, attach copies of lien documentation, and state annual interest rate and the amount past due on the claim as of the date of the bankruptcy filing.

#### 5. Amount of Claim Entitled to Priority Under 11 U.S.C. §507(a).

If any portion of your claim falls in one or more of the listed categories, check the appropriate box(es) and state the amount entitled to priority. (See DEFINITIONS, below.) A claim may be partly priority and partly non-priority. For example, in some of the categories, the law limits the amount entitled to priority. Claims entitled to administrative priority under 11 U.S.C. § 503(b)(9) should be asserted by filing in the appropriate information on this Proof of Claim form. All other administrative claims must be asserted by an appropriate "request" under 11 U.S.C. § 503(a) and should not be asserted on this Proof of Claim form.

#### 6. Credits:

An authorized signature on this proof of claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.

#### 7. Supporting Documents:

Attach to this proof of claim form redacted copies documenting the existence of the debt and of any lien securing the debt. You may also attach a summary. You must also attach copies of documents that evidence perfection of any security interest. You may also attach a summary. FRBP 3001(c) and (d). Do not send original documents, as attachments may be destroyed after scanning.

#### Date and Signature:

The person filing this proof of claim must sign and date it. FRBP 9011. If the claim is filed electronically, FRBP 5005(a)(2), authorizes courts to establish local rules specifying what constitutes a signature. Print the name and title, if any, of the creditor or other person authorized to file this claim. State the filer's address and telephone number if it differs from the address given on the top of the form for purposes of receiving notices. Attach a complete copy of any power of attorney. Criminal penalties apply for making a false statement on a proof of claim.

#### Date-Stamped Copy

Return claim form and attachments, if any. If you wish to receive an acknowledgement of your claim, please enclose a self-addressed stamped envelope and a second copy of the proof of claim form with any attachments to the Claims Agent, BMC Group, at the address on the front of this form.

*Please read – important information: upon completion of this claim form, you are certifying that the statements herein are true.*

Be sure all items are answered on the claim form. If not applicable, insert "Not Applicable."

### DEFINITIONS

#### DEBTOR

A debtor is the person, corporation, or other entity that has filed a bankruptcy case.

#### CREDITOR

A creditor is any person, corporation, or other entity to whom the debtor owed a debt on the date that the bankruptcy case was filed.

#### CLAIM

A claim is the creditor's right to receive payment on a debt that was owed by the debtor on the date of the bankruptcy filing. See 11 U.S.C. §101 (5). A claim may be secured or unsecured.

#### PROOF OF CLAIM

A form telling the bankruptcy court how much the debtor owed a creditor at the time the bankruptcy case was filed (the amount of the creditor's claim). This form must be filed with the court-appointed Claims Agent, BMC Group, at the address listed on the reverse side of this page

#### SECURED CLAIM Under 11 U.S.C. §506(a)

A secured claim is one backed by a lien on property of the debtor. The claim is secured so long as the creditor has the right to be paid from the property prior to other creditors.

The amount of the secured claim cannot exceed the value of the property. Any amount owed to the creditor in excess of the value of the property is an unsecured claim. Examples of liens on property include a mortgage on real estate or a security interest in a car.

A lien may be voluntarily granted by a debtor or may be obtained through a court proceeding. In some states, a court judgment is a lien. A claim also may be secured if the creditor owes the debtor money (has a right to setoff).

#### UNSECURED NONPRIORITY CLAIM

If a claim is not a secured claim it is an unsecured claim. A claim may be partly secured and partly unsecured if the property on which a creditor has a lien is not worth enough to pay the creditor in full.

#### UNSECURED PRIORITY CLAIM Under 11 U.S.C. §507(a)

Priority claims are certain categories of unsecured claims that are paid from the available money or property in a bankruptcy case before other unsecured claims.

#### Evidence of Perfection

Evidence of perfection may include a mortgage, lien, certificate of title, financing statement, or other

### INFORMATION

document showing that the lien has been filed or recorded.

#### Redacted

A document has been redacted when the person filing it has masked, edited out, or otherwise deleted, certain information. A creditor should redact and use only the last four digits of any social-security, individual's tax-identification, or financial-account number, all but the initials of a minor's name and only the year of any person's date of birth.

#### Offers to Purchase a Claim

Certain entities are in the business of purchasing claims for an amount less than the face value of the claims. One or more of these entities may contact the creditor and offer to purchase the claim. Some of the written communications from these entities may easily be confused with official court documentation or communications from the debtor. These entities do not represent the bankruptcy court or the debtor. The creditor has no obligation to sell its claim. However, if the creditor decides to sell its claim, any transfer of such claim is subject to FRBP 3001(e), any applicable provisions of the Bankruptcy Code (11 U.S.C. § 101 et seq.), and any applicable orders of the bankruptcy court.

ONCE YOUR CLAIM IS FILED YOU CAN OBTAIN OR VERIFY YOUR CLAIM NUMBER BY VISITING [www.bmcgroup.com](http://www.bmcgroup.com)

Employee Name <b>Wofford H. Handy</b>		Employee Number <b>000122</b>		Social Security No. <b>***-**-9869</b>		Advice Date <b>04/09/2010</b>		Advice Number <b>D010603</b>	
<b>Earnings</b>	<b>Department</b>	<b>Hours</b>	<b>Reg Rate</b>	<b>Current</b>	<b>YTD</b>	<b>Deductions</b>	<b>Current</b>	<b>YTD</b>	
Regular	610189	68.00	11.12397	756.43	9,544.39	FEDERAL INCOME	128.69	1,569.87	
Overtime-Weekly	610189	28.00	5.56214	155.74	1,791.00	FEDERAL MEDICARE	12.31	155.51	
Holiday					88.99	FEDERAL SOCIAL	52.63	664.92	
Vacation					177.98	VIRGINIA	39.50	487.77	
						Medical HStat	54.92	762.88	
						Vision	4.84	67.76	
						Dental	3.46	46.84	
						STD	2.53	35.42	
						LTD	2.30	32.20	
						Vol Life EE	4.87	68.18	
						Vol Life Spouse	0.50	7.00	
						Life ING	5.43	76.02	
						401K (%)	18.24	232.02	
						401K Loan	24.69	345.66	
<b>Current Earnings</b> 912.17		<b>Current Deductions</b> 354.91		<b>Net Pay</b> 557.26		<b>YTD Earnings</b> 11602.36		<b>YTD Deductions</b> 4552.05	
								<b>YTD Net Pay</b> 7050.31	

Period 03/28/2010 - 04/03/2010				<b>Tax Status:</b> Federal      State VA	
American of Martinsville				Marital      Single      Single	
128 East Church Street				Exempt      0      0	
P.O. Box 5071				Extra \$      12.00      0.00	
Martinsville, VA 24115					

<b>Bank Name</b>	<b>Account Type</b>	<b>Account</b>	<b>Deposited</b>
Truliant Federal CU	Sav	* 000	26.00
Truliant Federal CU	Chk	* 000	532.26

American of Martinsville  
128 East Church Street  
P.O. Box 5071  
Martinsville, VA 24115

56-382-402  
Wells Fargo Bank

Advice D010603  
Advice 04/09/2010  
9600097397

Amount \$557.26

Pay the amount: **Five Hundred Fifty Seven and 26/100 Dollars**

To the account of:

**Wofford H. Handy**  
**1545 Hollandsworth Dr**  
**Bassett, VA 24055**

**DIRECT DEPOSIT**  
**NOT NEGOTIABLE**

# Wofford Handy

DATE	CARRY OVER CASH ADVANCE	CASH ADVANCE	CASH PAID	CARRY OVER NEXT JOB	PAY TO TECH
12/20/09 - 12/21/09		\$400.00	\$447.68	0	269.79
12/27/09 - 1/2/10	-\$222.11	\$500.00	\$412.00	\$0.00	\$181.79
1/3/2010		\$500.00	\$492.00	\$0.00	\$173.79
1/10/10 - 1/16/10	-\$181.79	\$500.00	\$412.00	\$0.00	\$325.79
1/17/09 - 1/19/10	-\$173.79	\$260.00	\$417.55	\$0.00	\$243.34
1/28/10 - 1/30/10	-\$325.79	\$500.00	\$176.55	\$80.11	\$0.00
1/31/10 - 2/6/10	-\$243.34	\$500.00	\$412.00	\$0.00	\$331.89
2/7/10 - 2/13/10	\$80.11	\$500.00	\$538.00	\$0.00	\$369.89
2/14/10 - 2/20/10	-\$331.89	\$500.00	\$412.00	\$0.00	\$281.89
2/21/10 - 2/27/10	-\$369.89	\$500.00	\$532.00	\$0.00	\$313.89
2/28/10 - 3/6/10	-\$281.89	\$500.00	\$412.00	\$0.00	\$225.89
3/7/10 - 3/13/10	-\$313.89	\$260.00	\$412.00	\$0.00	\$377.89
3/14/10 - 3/20/10	-\$225.89	\$500.00	\$588.00	\$0.00	\$465.89
3/21/2010	-\$377.89	\$480.00	\$484.00	\$0.00	\$469.89
3/28/10 - 4/3/10	-\$465.89	\$500.00	\$668.00	\$0.00	\$637.89



## SUMMARY OF ACCOUNTS

Welcome WOFFORD H HANDY JR, member since 2007.

Don't see all your Cards? [Register another now](#)

American Express® Gift Cards for Business  
Great for recognizing employees and thanking clients and customers. [Order now.](#)

## MANAGE YOUR ACCOUNT

- [Switch to Paperless Statements](#)
- [Update Contact Information](#)
- [Update Alerts and Communication Settings](#)
- [Pay Household Bills With Your Card](#)
- [See Account Management Options](#)

## Contact Us

- [By Phone](#)
- [By Email](#)

## Report a Problem

- [Report a Lost or Stolen Card](#)
- [Report Fraud](#)

This account is cancelled and has an outstanding balance. [Click here to make a payment.](#)

Corporate Card  
-51007

Statement Balance	Recent Payments	Recent Activity	Outstanding Balance	Payment Due
\$777.57	\$0.00	(\$2.50)	\$775.07	\$775.07

Closing date May 8

Since May 9

Due May 30

[Online Statement](#) [Recent Payments](#) [Recent Activity](#)

PAY BILL 1

## BENEFITS

Did you know that the American Express® Corporate Card offers benefits well beyond those of an ordinary charge card? Including:

- Emergency Card Replacement
- Business Travel Accident Insurance
- Baggage Insurance
- Check-cashing privileges
- Around-the-clock customer service within global reach
- Travel Services Office locations

[Learn more.](#)

## HOW THE CARD HELPS YOU

A convenient and reliable expense management tool for business expenses, the Corporate Card simplifies reconciliation and reimbursement. The Card is accepted in over 190 countries, and by all major airlines, hotels and car rental companies.

## MANAGE YOUR ACCOUNT ONLINE

Our online tools are easy to use. Managing your account, making a payment, inquiring about a transaction or even creating expense reports is simple and fast! [View Demo](#)

## Explore More Places

Welcome for overnight stays or overnight packages. Whether you're visiting clients or shipping important information to them, you can use your American Express® Corporate Card for everything from your stay at a hotel to your shipment at FedEx. [LEARN MORE](#)

## CARD OPTIONS

[Sign up for alerts](#)  
[Update Email Address](#)

## WORLDWIDE TRAVEL ASSISTANCE

Get assistance at Travel Services Office locations in over 130 countries, 24 hours a day, seven days a week. [Click here.](#)

X Close

This is not a billing statement

<sup>1</sup>If you currently send in an individual payment for business or personal expenses on your Corporate card account, you are eligible to use Pay Bill. In contrast, all Corporate Purchasing Cards and certain other Corporate cards are paid directly by the corporation.

<sup>2</sup>Available Credit information is updated in real time and will reflect account activity, including any outstanding authorizations. Recent Activity information is updated nightly and may not match your Available Credit.

## More Products &amp; Services

- Gift Cards
- Membership Rewards® Program
- Travel Protection
- Savings Accounts and CDs
- Small Business Services

## Get an American Express Card

- Airlines Credit Cards
- Small Business Credit Cards
- Credit Card Rewards
- No Annual Fee Credit Cards
- Gold Cards

## Important Links

- Resources for Cardmembers
- Credit Basics
- Fraud Protection Center
- Amex Labs
- Help

## Company Information

- About American Express
- Careers
- Affiliate Program
- Contact Us
- Connect

[Terms of Service](#) | [Privacy Statement](#) | [Card Agreements](#)  
All users of our online services subject to Privacy Statement and agree to be bound by Terms of Service. Please read.

© 2010 American Express Company. All rights reserved.

[+]  
FEEDBACK

Your manager is continuously evaluating your job performance. Day-to-day interaction between you and your manager should give you a sense of how your manager perceives your performance.

The primary reason for a performance review is to examine your accomplishments since your last review and to identify strengths and weaknesses in order to reinforce your good habits and develop ways to improve weaker areas. The evaluation will be based on specific job-related factors such as job knowledge, work quality and quantity, attendance and safety record. It will be conducted in a fair and objective manner and will become part of your American of Martinsville record.

#### Pay Cycle

All "hourly" associates are paid weekly.

#### Pay Period & Hours

Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

#### Personal Phone Calls

American of Martinsville is a business dedicated to producing the highest quality furniture. The operator's telephone lines must be kept open for business calls. Therefore, keep incoming and outgoing calls to a minimum. Cell phone usage is prohibited in the work areas and may be used at scheduled breaks and at lunch.

#### Personal Protective Equipment

Eye protection is required in all manufacturing areas. Associates who do not wear glasses will be provided one pair of non-prescription safety glasses which meet OSHA standards. The safety glasses will be replaced free if they are damaged due to a work related incident. The associate will be responsible for the cost or replacement through loss or theft.

Company has a prescription safety glasses program for your benefit. Please contact First Aid for details.

Proper foot protection will be required in the entire plant and warehouses. For employee's safety and protection, a safety toe shoe is strongly recommended in all manufacturing areas. However, a fully leather, solid toe, enclosed shoe must be worn at all times. Tennis shoes that are fully leather and solid toe will be acceptable. No canvas or cloth shoes will be acceptable.

#### Resignation

American of Martinsville hopes and expects that you will give at least two weeks notice in the event you intend to leave our employ.

#### Service Awards

Your company gives recognition for years of continuous service. For example, service awards are delivered at the end of each five year period, beginning with your fifth consecutive year of employment through forty-five years. These awards are presented and displayed with pride and distinction by those receiving them.

#### Smoking

Smoking will only be permitted in designated smoking areas located outside of the building. No smoking will be allowed in any area of the facility which includes offices, canteens or in the parking lot except within your car. Smoking is permitted only during authorized breaks. Do not place lit cigarettes into any container not meant for that purpose.

Revised 12/05

## ACCIDENTS

### First Aid on Duty

A drug and alcohol test will be administered to any employee who is hurt on the job. Any serious accidents during normal work hours should be reported to your supervisor immediately.

If an accident occurs at work and the Human Resources office is closed, the following procedure should be followed if it is considered to be serious enough to require the attention of a doctor:

- The injured associate should be taken to either the Emergency Room or the office of one of the Company's panel of doctors. At the Emergency Room, request one of the panel of doctors. The company will only be responsible for the services of one of the panel of doctors, or their referral.
- At the beginning of the next scheduled work day, a detailed account of the accident must be reported to First Aid.
- For less serious accidents, utilize the trained First Aid Assistants in each plant.

### Termination

All terminated associates should report to the Human Resources Department upon termination. Payroll checks will be mailed to the associate and company property (keys, safety equipment, uniforms, tools, product samples, manuals, radio, etc.) must be returned.

Associates will be reconsidered for employment after a six month waiting period.

Should the time ever come when you are thinking of leaving American of Martinsville, please talk it over with your supervisor. This is a very important decision, and you may have failed to consider some important factors.

If you decide to resign, please give at least two weeks notice. This will help us to find a replacement. You will receive your final paycheck (including any payment you are owed for accrued vacation) on the next regular pay day.

## BENEFITS

### Eligibility for Benefits

If you are a full-time associate, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements of each particular benefit.

Part-time associates are not eligible for benefits.

### Holidays

All full-time associates are eligible for holiday pay after the 90-day introductory period is completed. In order to be paid holiday pay, you must work the regularly scheduled work day shift prior to and immediately after the holiday.

### Recognized Holidays

Notices giving definite dates will be posted on the bulletin boards as far in advance as possible. If you are required to work on a holiday, you will be paid time and one-half (1-1/2) for the hours worked that day.

Revised 12/05

## Vacations

Regular full-time eligible for vacation pay and vacation time off.

1 year ..... one week paid (July 4<sup>th</sup>)  
2 years ..... two weeks paid (July 4<sup>th</sup> and Christmas)  
10 years ..... three weeks

## Amount of Vacation

On April 30, employees who have been continuously employed by American of Martinsville for at least six full months will accrue one week of vacation, which must be taken during the Company's July 4<sup>th</sup> shutdown. For this week of vacation, employees will be paid 2% of their gross earnings during the prior period from May 1 through April 30, unless required withholdings. Employees who leave the company for any reason prior to April 30 will not accrue any portion of this week of vacation. On December 1, employees who have been continuously employed by American of Martinsville for at least two full years will accrue an additional week of vacation, which must be taken during the company's Christmas shutdown. Employees who leave the company for any reason prior to December 1 will not accrue any portion of this second week of vacation. On January 1, employees who have been continuously employed by American of Martinsville for at least ten full years will accrue a third week of vacation, which they may take at any time during the year with their supervisor's approval. Employees who leave the company for any reason prior to January 1 will not accrue any portion of this third week of vacation. Eligible employees who have not taken all of this third week of vacation by the Christmas shutdown will be paid for their unused vacation time at that time. Unused vacation does not carry over the following year. American of Martinsville, in its sole discretion may require that individual employees take vacation at some time other than the shutdown periods and may cancel or reschedule a shutdown period and require that vacation be taken during a different period. For the third week of pay, vacation time is not included in calculating entitlement to overtime pay.

## Other Paid Leaves

If any of these paid leaves apply to you, please see the Human Resources Department.

## Funeral (Bereavement) Leave

Any associate with a death in the immediate family (as defined below) will be granted a paid leave of absence of one to three days to attend the funeral and/or make other necessary arrangements related to the deceased. Time off must commence sometime between the date of death and the date of the funeral, inclusive of one or the other. The maximum payment under this policy is made only for normally scheduled hours. Under no circumstances is this policy to be interpreted as automatically allowing three (3) days off.

Note: Immediate family shall consist of: spouse, children, mother, father, step-mother, step-father, brother, sister, grandchildren, mother-in-law, father-in-law, grandfather, grandmother, son-in-law, or daughter-in-law.

Bereavement pay will not be counted in calculating overtime pay for the week.

Pay for a funeral leave will be made for actual time lost from work. If the leave period occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave. The days provided for normal funeral leave will not be charged as vacation days.

## Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off and we wish to help you avoid any financial loss because of

Revised 12/05

12

such service. American of Martinsville will pay your regular pay for time spent on jury duty. You must notify your manager within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive your regular pay for the time spent on jury duty, you must present a statement of jury service to your manager. The court issues this document.

Jury duty pay will not be counted in calculating overtime pay for the week.

## Disability (Including Pregnancy) Leave Of Absence

Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence. Pregnancy is treated the same as an illness or disability.

In the case of pregnancy, please inform your manager as soon as possible of the date you and your doctor anticipate that you will begin your leave.

Employees returning from FMLA leave will be returned to the same position or an equivalent position. For other employees returning from disability leave, we will make every effort to allow you to return to your former work, or similar work, if available, for which you may be qualified.

If you develop an illness or physical condition which requires medical treatment, restrictions and precautions as to your health, you will be required to submit a physician's statement. This statement must give approval that continued full-time employment in your present position will not jeopardize your health or the safety of others. In the event you continue to work, a similar statement is required upon return from a disability leave.

Note: See "Disability Insurance" under "Insurance Coverage" later on in this section for further information.

## UNPAID LEAVES OF ABSENCE

### Personal Leave Of Absence

Leave without pay for at least 90 days. The request must be made to your manager. Paperwork must be completed and approved in conjunction with the Human Resources Department. Personal leave without pay may be granted only in cases of extreme emergency or extreme personal need, and limited to a maximum of three (3) months.

Please contact Human Resources as other instances of unpaid leaves of absences apply:

- Family and Medical Leave (FMLA)
- Military Leave of Absence
- Military Reserves or National Guard Leave of Absence

### Family and Medical Leave (FMLA)

Family and medical leave is available for associates who have been employed with the company for at least twelve (12) months and who have worked at least 1,250 hours during the twelve (12) months immediately prior to the desired leave. You may receive up to twelve (12) weeks of leave during any twelve (12) month period for the following purposes:

- care of newborn, foster child, or newly adopted child
- care of a child, parent, or spouse with a serious health condition
- your own serious health condition which renders you unable to perform the functions of your position

The twelve (12) month period will be a rolling period for each associate will be measured backward from the date on which a proposed leave is to begin.

If you qualify for this leave you must first utilize all accrued paid leave time (such as vacation time) as the initial 12 week period.

Revised 12/05

13

#### Accepting Other Employment Or Going Into Business While On Leave Of Absence

14

If you accept any employment or go into business while on a leave of absence from American of Martinsville, you will be considered to have voluntarily resigned from employment with American of Martinsville as of the day on which you began your leave of absence.

#### Healthcare Premium Payment During Leaves Of Absence

American of Martinsville will continue to pay its share of healthcare premiums for associate coverage and dependent coverage for a maximum of six (6) months while you are on a disability leave of absence (including Family and Medical Leave). You must continue to pay your healthcare contribution to keep your coverage in effect. If your healthcare premiums are not paid within thirty days of when they are due, your healthcare coverage will be terminated.

#### INSURANCE COVERAGE

##### Healthcare/Group Life Insurance

American of Martinsville is interested in the health and well-being of both you and your family. A comprehensive health and life insurance program is available to you and your family. We provide life insurance underwritten by a national insurance carrier. After completion of ninety (90) days, you become eligible for coverage. In addition, you will pay a weekly contribution according to a schedule provided by the Human Resources Department.

The following benefits are provided, as defined and limited in the literature provided by the Human Resources Department:

- Group Term Life Insurance
- Accidental Death & Dismemberment Insurance (AD&D)
- Medical & Dental Health Insurance (Pharmacy Card)
- Dependents' Health Insurance
- Supplemental Life Insurance

If you choose benefits coverage, a copy of the booklets describing your benefits will be provided by the Human Resources Department when you join the program.

##### Termination of Insurance

Your insurance will terminate when you fail to make a required contribution to a premium, when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as a regular associate eligible for the insurance.

##### 401(k) Plan

All eligible associates may participate in the 401(k) plan starting at the beginning of the next quarter after having completed 30 days of employment at the time of employment. You may invest up to 99% of your earnings in this plan except where limited by law. Your contribution will be deducted from your pay on a tax-deferred basis. La-Z-Boy will also match your contribution at the rate of 50% of the first 4% of your pay that you contribute.

Note: This is only a brief summary of the La-Z-Boy Savings 401(k) Plan; the complete details of the Plan will be given to you when you enroll.

##### OTHER BENEFITS

##### Associate Purchases

After completing six months of employment with American of Martinsville, you are eligible to purchase furniture at certain formerly La-Z-Boy companies discount from the wholesale price, plus tax and freight if Revised 12/05

applicable; check with Human Resources for a discounted price. Under no circumstances should company products be removed from the premises unless accompanied by a receipt from American of Martinsville.

What you buy must be for your own personal use or that of your immediate family and not for resale or use by others. Associates are permitted to buy company products at a discount for personal use or to give as gifts, but buying items from American of Martinsville on behalf of people outside your immediate family is strictly forbidden. American of Martinsville considers such behavior a form of theft and violators will be treated accordingly.

If you are tempted to give friends a "good deal," decide against it. If you are pressured, explain that you could lose your job over it.

If you become aware of a fellow associate about to give a friend (or customer) an unauthorized discount, please advise them that such action would be in violation of American of Martinsville policy. Furniture discounts are for associate use only.

##### Education/Training (Attending Seminars/Training Sessions)

From time to time, employees will be required to attend various training workshops conducted or offered by the company. These programs are designed to provide knowledge and skills to ensure better job performance.

Please contact Human Resources for information regarding other benefits that are available to you such as:

Tuition Reimbursement  
Scholarship

##### Workers' Compensation

The Virginia Workers' Compensation Law is an insurance plan that is supervised by the state and one hundred percent (100%) paid for by American of Martinsville. This law was designed to provide you with benefits for injuries or occupational diseases as described below. If you think you are entitled to workers' compensation, you must file a claim with the Workers' Compensation Commission within two years from the date of the accident causing the injury or your right to benefits may be lost.

If you're unable to work because of a job injury, American of Martinsville and our Workers' Compensation Insurance Administrator work together to take care of your medical expenses and pay you money to live on until you're able to come back to work. American of Martinsville and the Workers' Compensation Insurance Administrator also work together to identify and implement rehabilitation programs to hasten your return to work.

Who is Covered? - Every American of Martinsville associate is protected by Workers' Compensation.

What is Covered? - Employees are entitled to receive compensation for an "injury by accident" or an "occupational disease." To be covered, an "accident" must: (1) Occur at work or during a work-related function; (2) Be caused by a specific work activity; and (3) Happen suddenly at a specific time. (Injuries incurred gradually or from repetitive trauma are not covered, although certain diseases caused by repetitive trauma are covered.) In order to be covered, a disease must: (2) Be caused by the work, and (2) Not be a disease of the back, neck, or spinal column. Other legal considerations may also apply. Minor injuries that meet these criteria are covered.

When Am I Covered? - Coverage begins immediately for accidents and injuries that occur when you are working. You do not have to work a certain length of time, and there's no need to earn any minimum amount of wages before you're protected.

##### Personal Use of Company Property is Forbidden.

Revised 12/05



# Field Repair Expense Report

EMPLOYEE # \*\* 967569

Employee Name Wofford H Harry Jr  
 Job Location JCS MacBarrt Washington DC  
 Job Number (Quality Dept to fill in) DH003620-1  
 Job Code (Quality Dept to fill in) MDJC  
 Suite(s) Repaired CASEGOODS/UPHOLSTERY ITEM # 7-800  
 Dates Travelled DATES AT PROPERTY & TRAVELING 12-20-09 12-21-09

BB&T		AMEX		CASH PD	CASH ADV
------	--	------	--	---------	----------

Carryover from Prior Job (CARRY OVER) (222.11)

Mileage Total Miles X 0.505

Cash Advance Received from BB&T (CASH ADVANCE TOTALS) 400.00

Cash Advance Received from AMEX (IF ANY ADVANCES FROM AMEX)

Cash Advance Given to : TECH'S NAME (\$\$\$ AMOUNT GIVEN)

Per Diem: Days 2 @ \$ 55 110.00-

	BB&T		AMEX		CASH PD	A/P USE
Lodging						00 66 4324
Lodging for Dual Occupancy						00 66 4324C
Compimentary rooms (\$50.00/day)						00 66 4324D
Plane Fare (incl. Service Fee)						00 66 4324
Car Rental						00 66 4324
Taxi						00 66 4324
Telephone						00 66 4324
Parking & Tolls	<u>330.00</u>				<u>330.00</u>	00 66 4324
Tips					<u>4.26</u>	00 66 4324
Laundry					<u>3.42</u>	00 66 4324
Cash Advance Fees	<u>0</u>					00 66 4324
Cash Advance Amount	<u>400.00</u>					
Gas			<u>126.50</u>			00 66 4333
Repair Parts/Supplies						00 66 4435
Repair Parts/Supplies						00 66 4435
Tools						00 66 4305
Tools						00 66 4305
Vehicle Expense						00 66 4462
Movie Expense owed to AOM						00 66 4324
Misc.						
Misc.						
Total	<u>400.00</u>	<u>&lt;1014&gt;</u>	<u>126.50</u>	<u>&lt;2004&gt;</u>	<u>*917.52</u>	<u>&lt; 1110 &gt;</u>

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE 447.68

Carryover to next Job

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee 269.79-

Misc Expenses Explanation  
 FILL OUT FOR ANY MISC PURCHASES WITH EXPLANATION

PONC Total 565.15  
 ADD AMEX & CASH PD TOTALS  
 FOR PONC TOTAL

EMPLOYEE SIGNATURE Wofford H Harry Jr

MANAGERS APPROVAL [Signature]

\*\*\*EMPLOYEE NUMBERS TO BE FILLED IN BY YOU: GARY HORTON - 480514 GARY OWENS - 235320  
 WOFFORD HAND - 969869 LARRY HAMMOCK - 110583 MIKE GOARD - 154308  
 TOM LANE - 621059 RICK HESS - 924250 JOE SINK - 965744

6-15  
Amex

INOCO A-PLUS

WELCOME  
33278611-01  
GARCO EXPRESS 37  
1111111111 AVE  
MARTIN, LA

AMERICAN EXPRESS  
XXXXXXXX1007  
# 9600094009 6  
3 12/21/00 08:00  
> # 04  
DUCT: UNLD  
ROVAL # 566417  
GALLONS: 24.385  
DE/G: \$ 2.399  
SALE \$ 58.50

NOCO A-PLUS  
709 LEE HWY  
NTREVILLE, LA 70121  
RN:H351420450001

/18/09 17:25:17

mp#: 2 /Self  
oduct:Regular Pur  
llons 23.671  
gal \$ 2.619  
1 Sale \$ 62.00  
Total Sale \$ 62.00

XXXXXXXX1007  
X

ans# 069390  
proval# 526738

Join APlus Rewards

~~BB&T~~ CASH ADVANCE  
BB&T

BB&T  
TRANSACTION RECORD  
DATE TIME SERIAL  
12/18/09 03:11PM 97745

CARD NUMBER XXXXXXXX1925  
TRANSACTION WITHDRAW  
POSTING DATE 12/18/09

AMOUNT \$400.00

FROM 2186 CHECKING

BALANCE \$0.00


DC-METRO CENTER #2  
WASHINGTON DC  
THANK YOU FOR BANKING  
WITH BB&T

VISIT: BB.T.COM

✓

PARKING  
CASH

RECEIPT

DATE	12/15/09	No.	100645
FROM	parking		\$330.00
			DOLLARS
<input type="radio"/> FOR RENT			
<input type="radio"/> FOR parking			
ACCT.		<input type="radio"/> CASH	FROM 11/28/09 TO 12/18/09
PAID		<input type="radio"/> MONEY ORDER	
DUE		<input type="radio"/> CHECK	
		<input type="radio"/> CREDIT CARD	
			BY 

adams 1152

✓

# Field Repair Expense Report

EMPLOYEE # \*\* 967863

Employee Name WOFFORD H HANDY JR  
 Job Location J.L. ALPERT Intt Washington Dc  
 Job Number (Quality Dept to fill in) DH003620-1  
 Job Code (Quality Dept to fill in) MOIC  
 Suite(s) Repaired CASEGOODS/UPHOLSTERY ITEM # 2 30  
 Dates Travelled DATES AT PROPERTY & TRAVELING 12 21 00 1 1 00 01

BB&T		AMEX		CASH PD	CASH ADV
------	--	------	--	---------	----------

Carryover from Prior Job (CARRY OVER) (29.29)

Mileage Total Miles X 0.505 -

Cash Advance Received from BB&T (CASH ADVANCE TOTALS) 500.00

Cash Advance Received from AMEX (IF ANY ADVANCES FROM AMEX)

Cash Advance Given to : TECH'S NAME (\$\$\$ AMOUNT GIVEN) -

Per Diem: Days 7 @ \$ 55.00 385.00

	BB&T		AMEX		CASH PD	A/P USE
Lodging						00 66 4324
Lodging for Dual Occupancy						00 66 4324C
Compimentary rooms (\$50.00/day)						00 66 4324D
Plane Fare (incl. Service Fee)						00 66 4324
Car Rental						00 66 4324
Taxi						00 66 4324
Telephone						00 66 4324
Parking & Tolls						00 66 4324
Tips					15.00	00 66 4324
Laundry					12.00	00 66 4324
Cash Advance Fees	0					00 66 4324
Cash Advance Amount	500.00					
Gas			96.43			00 66 4333
Repair Parts/Supplies			80.56			00 66 4435
Repair Parts/Supplies						00 66 4435
Tools						00 66 4305
Tools						00 66 4305
Vehicle Expense			58.96			00 66 4462
Movie Expense owed to AOM						00 66 4324
Misc.						
Misc.						
Total	500.00	<1014>	229.95	<2004>	*412.00	< 1110 >

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee 181.79-

Misc Expenses Explanation  
 FILL OUT FOR ANY MISC PURCHASES WITH EXPLANATION

PONC Total 641.95  
 ADD AMEX & CASH PD TOTALS  
 FOR PONC TOTAL

EMPLOYEE SIGNATURE Wofford H Handy Jr

MANAGERS APPROVAL [Signature]

\*\*\*\*EMPLOYEE NUMBERS TO BE FILLED IN BY YOU: GARY HORTON - 480514 GARY OWENS - 235320  
 WOFFORD HAND - 969869 LARRY HAMMOCK - 110583 MIKE GOARD - 154308  
 TOM LANE - 621059 RICK HESS - 924250 JOE SINK - 965744

Cash  
Advance

BB&T  
TRANSACTION RECORD  
DATE TIME SERIAL  
27/09 08:08PM 99789

NUMBER XXXXXX1925  
TRANSACTION WITHDRAW  
ING DATE 12/28/09

AMOUNT \$500.00

DEBIT CHECKING

DEBIT \$0.00

JOCK SPRINGS  
PATRICK SPRINVA  
THANK YOU FOR BANKING  
WITH BB&T

BB&T.COM

✓

GAS  
AMEX

Sheetz  
/28/2009 12:  
Sheetz #701  
7 Conicville  
unt Jackson  
22842  
40) 477-3110  
ore: 701  
pr:585537

mp No:  
leaded @ \$2.4  
lume: 23.505

Gas Total: \$58.44  
Tax: \$5

merican Express

merican Expre:  
XXXXXXXXXXXX1001

28/2009 12:07:

DATE: 12/19/09  
TIME: 11:09AM  
JOB #: 529982

MEDIT Acct: 0  
XXXXXXXXXXXX1007  
Q. Date 07/12  
H. HARDY

mp Gallons Price  
20 12.565 \$2.539

Product	Amount
UNLEADED	\$32.16

Total Sale \$32.16

DO YOU Have a PetPass?  
HAVE a great day!

Supplies  
AMEX

THE HOME DEPOT 4628  
4176 FRANKLIN ROAD  
ROANOKE, VA 24014 (540)772-3087

E 4628 00008 95979 12/28/  
32 JJB686 09:54



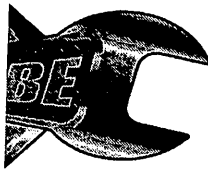
07J798253124 GEL CMT QT <A>	39
409.98	6
1192018156 ACTNSTTHNRQT <A>	
1192046159 NAPTHA-QT <A>	29
407.46	76
SUBTOTAL	3
SALES TAX	\$80.00
TOTAL	80
XXXXXXXXX1007 AMEX	
H CODE 502288/3080762	



✓



Kwik Lube  
6518 GREENSBORO RD  
RIDGEWAY, VA 24148  
PHONE # (276) 956-5400



Kwik Lube Inc.  
6518 Greensboro Rd.  
Ridgeway, VA 24148  
276-956-5400

# INVOICE

143809

Merchant ID: 11924353

Sale

American Of Martinsville

1  
1, 1 1  
1

XXXXXX1007  
AMEX

Entry Method: Swiped

Total: \$ 58.96

12/28/09 08:43:41

Inv#: 000001 Appr Code: 545699

Apprvd: Online Batch#: 000406

Customer Copy  
THANK YOU!  
PLEASE COME AGAIN!

MAKE	MODEL	ENGINE	MILEAGE	DATE	TIME
Jacks	F150 Pickup	E-v 8-c 5.4l (330) Fi [v]	131401	12/28/2009	08:46 A

FINANCE SCHEDULE		SERVICES COMPLETED	
DATE DUE	MILEAGE DUE	Super Full Service	39.95
	every 30000	5.0 - P5W30HM Pennzoil High Mileage	
		Premium -Oil	7.00
		Extra 2.00 -P5W30HM @ 5.00	10.00
		1.0 - PO42 Performax Oil Filter	
		Fuel System Cleaner	
		1.0 - S.FOAM Sea Foam	
		Oil System Cleaner	
		1.0 - S.FOAM Sea Foam	

## CHECKLIST

CHECKLIST ITEM	STATUS
(0) Lubrication Points	Sealed
Washer Fluid	Filled
Power Steering Fluid	Checked
Brake Fluid	Checked
(-34) Radiator Fluid	Checked
Transmission Fluid	Checked
Rear Differential Fluid	Checked
Air Filter	Checked
Wiper Blades	Checked
Serpentine Belts	Checked
Hoses	Checked
CV Axle	Checked
Vacuum Interior	Completed
Wash Windshield	Completed
(35) Front Tires	Checked
(35) Rear Tires	Checked
Head / Signal Lights	Checked
Back Up / Brake Lights	Checked

This is visit number 5 for your vehicle's Full Service Oil Change. Only 1 more until you get one free!

Please visit our website and complete customer survey to receive printable coupons for next visit.  
[www.kwiklubeva.com](http://www.kwiklubeva.com)

SUBTOTAL 56.95

TAX 2.01

TOTAL 58.96

AMOUNT TENDERED (American X) 58.96

CHANGE .00

## RETURN FOR SERVICE

Next Service Date: 03/28/2010

Next Service Mileage: 134401

SIGNATURE: \_\_\_\_\_

Our personnel perform a number of visual checks on the customer vehicles. The customer is urged to return to us first before any problem relating to a service performed by our personnel is refunded.

# Field Repair Expense Report

EMPLOYEE # \*\*968869

Employee Name W. FORD H. HANDY JR  
 Job Location JW MARRIOTT WASHINGTON DC  
 Job Number (Quality Dept to fill in) DH003620-1  
 Job Code (Quality Dept to fill in) MOIC  
 Suite(s) Repaired CASEGOODS/UPHOLSTERY ITEM # 2508  
 Dates Travelled DATES AT PROPERTY & TRAVELING 01-03-010 01-09-70

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job (CARRY OVER) (181.79)

Mileage Total Miles                      X 0.505                     

Cash Advance Received from BB&T (CASH ADVANCE TOTALS) 500.00

Cash Advance Received from AMEX (IF ANY ADVANCES FROM AMEX)                     

Cash Advance Given to : TECH'S NAME (\$\$\$ AMOUNT GIVEN)                     

Per Diem: Days 7 @ \$ 55.00 385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Complimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls			80.00	00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees	0			00 66 4324
Cash Advance Amount	500.00			
Gas		59.01		00 66 4333
Repair Parts/Supplies		210.56		00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	500.00	<1014> 269.57	<2004> *492.00	< 1110 >

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job                     

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee 173.79

Misc Expenses Explanation  
 FILL OUT FOR ANY MISC PURCHASES WITH EXPLANATION

PONC Total 761.57  
 ADD AMEX & CASH PD TOTALS  
 FOR PONC TOTAL

EMPLOYEE SIGNATURE W. Ford H. Handy Jr

MANAGERS APPROVAL [Signature]

\*\*\*\*EMPLOYEE NUMBERS TO BE FILLED IN BY YOU: GARY HORTON - 480514 GARY OWENS - 235320  
 WOFFORD HAND - 969869 LARRY HAMMOCK - 110583 MIKE GOARD - 154308  
 TOM LANE - 621059 RICK HESS - 924250 JOE SINK - 965744

GAS

AMET

oice # 0008498  
e 01/03/10  
e 12:29AM

EX Acct #  
\*\*\*\*\*1007  
EXP. Date 07/12

NDY

mp	Gallons	Price
1	23.900	\$2.469

Product	Amount
Unleaded	\$59.01

Total Sale	\$59.01
------------	---------

✓

Supply # 5  
AMET

THE HOME DEPOT 4628  
4176 FRANKLIN ROAD  
ROANOKE, VA 24014 (540) 772-3087

ILE 4628 00010 96387 01/03/1  
22 LGIOP7 01:33 F



7736994118 2 IN 1 TOWEL <A>	
206.48	
607483010 MED SAN SHTS <A>	12.95
401.47	
798253124 GEL CMT QT <A>	5.8
1209.98	
192018255 ACTNSTTHNRGL <A>	119.7
381082020 FIN SANDER <A>	16.9
SUBTOTAL	44.9
SALES TAX	200.5
TOTAL	10.0
XXXXXXXX1007 AMEX	\$210.5
+ CODE 567017/7100623	210.56
	1



✓

Parking  
CASH

City Center Parking Lot  
900 9th St. N.W.  
Washington, DC 20001

Computer Number:	ID #
er:	
Section Number:	12/28/09 14:3
ed:	01/01/10 07:0
ed:	Dispenser #
st #64954	Area
:	\$80.0
l Fee:	\$80.0
:	

Thank you for choosing

✓

54511 700.0000  
368+

BB&T  
TRANSACTION RECORD  
DATE      TIME      SERIAL  
/02/10 04:41PM 00130

ID NUMBER XXX/XXXX1925  
TRANSACTION WITHDRAW  
POSTING DATE 01/04/10

AMOUNT \$500.00

FROM      CHECKING

BALANCE \$ .00

TRICK SPRINGS  
TRICK SPRINGVA  
THANK YOU FOR BANKING  
WITH BB&T

VISIT: BBT.COM

✓

# Field Repair Expense Report

EMPLOYEE # \*\*\* 2867

Employee Name WOFFORD & HAND  
 Job Location STW MARK I off Washington DC  
 Job Number (Quality Dept to fill in) \_\_\_\_\_  
 Job Code (Quality Dept to fill in) \_\_\_\_\_  
 Suite(s) Repaired \_\_\_\_\_ CASEGOODS/UPHOLSTERY ITEM # 2-800  
 Dates Travelled \_\_\_\_\_ DATES AT PROPERTY & TRAVELING 1-16-10 1-16-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job (CARRY OVER) 1173.79

Mileage Total Miles \_\_\_\_\_ X 0.505 \_\_\_\_\_

Cash Advance Received from BB&T (CASH ADVANCE TOTALS) 260.00

Cash Advance Received from AMEX (IF ANY ADVANCES FROM AMEX) \_\_\_\_\_

Cash Advance Given to : TECH'S NAME \_\_\_\_\_ (\$\$\$ AMOUNT GIVEN) \_\_\_\_\_

Per Diem: Days 7 @ \$ 53 385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls				00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	260.00			
Gas				00 66 4333
Repair Parts/Supplies				00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	260.00	<1014>	- <2004> * 412.00	< 1110 >

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job \_\_\_\_\_

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee 325.79

Misc Expenses Explanation  
 FILL OUT FOR ANY MISC PURCHASES WITH EXPLANATION

PONC Total 412.00  
 ADD AMEX & CASH PD TOTALS  
 FOR PONC TOTAL

EMPLOYEE SIGNATURE Wofford & Hand

MANAGERS APPROVAL [Signature]

\*\*\*EMPLOYEE NUMBERS TO BE FILLED IN BY YOU: GARY HORTON - 480514 GARY OWENS - 235320  
 WOFFORD HAND - 969869 LARRY HAMMOCK - 110583 MIKE GOARD - 154308  
 TOM LANE - 621059 RICK HESS - 924250 JOE SINK - 965744

CASH ADVANCE

BB&T

BB&T  
TRANSACTION RECORD  
DATE TIME SERIAL  
01/10/10 03:10PM 98765

CARD NUMBER XXXXXXXX1925  
TRANSACTION WITHDRAW  
POSTING DATE 01/11/10

AMOUNT \$260.00

FROM 2196 CHECKING ✓

BALANCE \$0.00

DC-METRO CENTER #2  
WASHINGTON DC  
THANK YOU FOR BANKING  
WITH BB&T

VISIT: BBT.COM



# Field Repair Expense Report

9869

Employee Name

Wofford H Hampton Jr

Job Location

J.W. HAMMOCK WASHINGTON D.C

Job Number (Quality Dept to fill in)

Job Code (Quality Dept to fill in)

Suite(s) Repaired

CASEGOODS/UPHOLSTERY ITEM # Z-800

Dates Travelled

DATES AT PROPERTY & TRAVELING 1-17-10

1-19-10

BB&T

AMEX

CASH PD

CASH ADV

Carryover from Prior Job

(CARRY OVER)

(325.79)

Mileage

Total Miles

X 0.505

Cash Advance Received from BB&T

(CASH ADVANCE TOTALS)

500.00

Cash Advance Received from AMEX

(IF ANY ADVANCES FROM AMEX)

Cash Advance Given to :

TECH'S NAME

(\$\$\$ AMOUNT GIVEN)

Per Diem:

Days

3

@

\$ 55

165.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls			241.00	00 66 4324
Tips			6.42	00 66 4324
Laundry			5.13	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	500.00			
Gas		52.00		
Repair Parts/Supplies				00 66 4333
Repair Parts/Supplies				00 66 4435
Tools				00 66 4435
Tools				00 66 4305
Vehicle Expense				00 66 4305
Movie Expense owed to AOM				00 66 4462
Misc.				00 66 4324
Misc.				
Total	500.00 -	<1014> 52.00 -	<2004> 417.55	< 1110 >

TOTAL FROM CASE PD, PER DIEM AND MILEAGE

Carryover to next Job

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

243.34

Amount Due Employee

Misc Expenses Explanation

PONC Total

469.55

ADD AMEN & CASE PD TOTALS  
FOR PONC TOTAL

EMPLOYEE SIGNATURE

Wofford H Hampton Jr

MANAGERS APPROVAL

[Signature]

GARY HORTON - 480514

GARY OWENS - 235320

LARRY HAMMOCK - 110583

MIKE GOARD - 154308

TOM LANE - 621059

RICK HESS - 924250

JOE SINK - 965744

WOFFORD HAND - 969869

CASH ADVANCE

BB+

TRANSACTION  
CARD NUMBER 00000000000000000000  
POSTING DATE 01/19/10  
AMOUNT \$500.00  
FROM 2186 CHECKING  
BALANCE \$0.00  
DC-METRO CENTER #2  
WASHINGTON  
THANK WITH BB+ BANKING  
VISIT: BB+.COM

GAS  
AMEX

WELCOME

51422883-001  
FASTSTOP FOOD MT 238  
3 W RESERVOIR  
ODSTOCK VA 2266


TE 01/18/10  
ME 2:28 PM  
TH# 562454

EX  
NDY/WH

MP PRODUCT PPG  
3 UNLD \$2.599

ALLONS	TOTAL
0.008	\$52.00

THANK YOU  
HAVE A NICE DAY



PARKING  
CASH

City Center Parking Lot  
900 9th St N.W.  
Washington, DC 20001

Computer Number:	ID
ier:	
saction Number:	
red:	01/03/10 17
ed:	01/18/10 12
et #68502	Dispenser
z:	Are
al Fee:	\$241
n:	\$241

Thank you for choosing

\$241.00  
cash pd  
for parking

# Field Repair Expense Report

9869

Employee Name WOFFORD H HARRY JR  
 Job Location J.W. MARRIOTT WASHINGTON DC  
 Job Number (Quality Dept to fill in) \_\_\_\_\_  
 Job Code (Quality Dept to fill in) \_\_\_\_\_  
 Suite(s) Repaired CASEGOODS/UPHOLSTERY ITEM # 2-800  
 Dates Travelled DATES AT PROPERTY & TRAVELING 1-28-10 1-30-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job

(CARRY OVER) (243.31)

Mileage Total Miles \_\_\_\_\_ X 0.505

Cash Advance Received from BB&T

(CASH ADVANCE TOTALS)

500.00

Cash Advance Received from AMEX

(IF ANY ADVANCES FROM AMEX)

Cash Advance Given to :

TECH'S NAME

(\$\$\$ AMOUNT GIVEN)

Per Diem:

Days

3

@

\$ 55

165.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls				00 66 4324
Tips			6.42	00 66 4324
Laundry			5.13	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	500.00			
Gas		119.58		00 66 4333
Repair Parts/Supplies				00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	500.00 -	119.58 -	176.55	< 1110 >

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job

80.11

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee

Misc Expenses Explanation

PONC Total 296.13

ADD AMEX & CASH PD TOTALS  
FOR PONC TOTAL

EMPLOYEE SIGNATURE

MANAGERS APPROVAL

WOFFORD HAND - 969869

GARY HORTON - 480514

LARRY HAMMOCK - 110583

TOM LANE - 621059

GARY OWENS - 235320

MIKE GOARD - 154308

RICK HESS - 924250

JOE SINK - 965744

CASH ADVANCE

BB&T

BB&T  
TRANSACTION RECORD  
DATE TIME SERIAL  
7/10 02:47PM 01522  
NUMBER XXXXXXXX1925  
ACTION WITHDRAW  
ENDING DATE 01/27/10

AMOUNT \$500.00

2135 CHECKING

AMOUNT \$1.00

ICK SPRINGS  
ICK SPRINGVA  
THANK YOU FOR BANKING  
WITH BB&T

SIT: BBT.COM

GAS  
AMEX

WELCOME  
:  
:  
:  
:  
:

SALES RECEIPT  
564 080015  
ELL  
3 OLD CROSS ROAD  
4 MARKET VA 22844

TE 01/28/10 1:09PM  
VOICE# 111942  
TH# 540454  
AMEX  
ACCOUNT NUMBER  
XX XXXXXX X1007  
NDY WH  
PROVAL # 540454

MP PRODUCT S.G  
3 UNLD \$2.599

LLONS FUEL TOTAL  
2.700 \$ 59.00

You could have  
rned 2.95 with the  
Shell MasterCard  
today!

It's simple to  
apply. Call  
1-877-MY SHELL  
today.

THANK YOU  
COME BACK SOON  
:  
:  
:  
:

Birch Market  
3 Virginia Ave  
sett, VA  
.627.0713

oice # 0010795  
; 01/23/10  
; 10:37AM

( Acct #  
\*\*\*\*\*1007  
Date 07/12

IDY

Gallons	Price
23.399	\$2.589

Product	Amount
Added	\$60.58
l Sale	\$60.58

Thank you!  
Come again!

# Field Repair Expense Report

9869

Employee Name WOFFORD H HANDY JR  
 Job Location J.W. MARR Jett WASHINGTON DC  
 Job Number (Quality Dept to fill in) \_\_\_\_\_  
 Job Code (Quality Dept to fill in) \_\_\_\_\_  
 Suite(s) Repaired CASEGOODS/UPHOLSTERY ITEM # 2-800  
 Dates Travelled DATES AT PROPERTY & TRAVELING 1-31-00 2-04-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job (CARRY OVER) 80.11

Mileage Total Miles \_\_\_\_\_ X 0.505 \_\_\_\_\_

Cash Advance Received from BB&T (CASH ADVANCE TOTALS) \_\_\_\_\_

Cash Advance Received from AMEX (IF ANY ADVANCES FROM AMEX) \_\_\_\_\_

Cash Advance Given to : TECH'S NAME \_\_\_\_\_ (\$\$\$ AMOUNT GIVEN) \_\_\_\_\_

Per Diem: Days 7 @ \$ 55.00 385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls				00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount				00 66 4333
Gas				00 66 4435
Repair Parts/Supplies				00 66 4435
Repair Parts/Supplies				00 66 4305
Tools				00 66 4305
Tools				00 66 4462
Vehicle Expense				00 66 4324
Movie Expense owed to AOM				
Misc.				
Misc.				
Total	-	<1014>	-	<2004> * 412.00 < 1110 >

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job \_\_\_\_\_

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee 331.89

Misc Expenses Explanation

PONC Total \_\_\_\_\_  
 AND AMEX & CASH PD TOTALS  
 FOR PONC TOTAL

EMPLOYEE SIGNATURE Wofford H Handy Jr

MANAGERS APPROVAL [Signature]

\*\*\*\*\*  
 WOFFORD HAND - 969869 GARY HORTON - 480514 GARY OWENS - 235320  
 LARRY HAMMOCK - 110583 MIKE GOARD - 154308  
 TOM LANE - 621059 RICK HESS - 924250 JOE SINK - 965744



# Field Repair Expense Report

9569

Employee Name WOFFORD H HAN DY JR  
 Job Location Ju MARKT. WASHINGTON D.C  
 Job Number (Quality Dept to fill in) \_\_\_\_\_  
 Job Code (Quality Dept to fill in) \_\_\_\_\_  
 Suite(s) Repaired CASEGOODS/UPHOLSTERY ITEM # 2-800  
 Dates Travelled DATES AT PROPERTY & TRAVELING 2-07-10 2-13-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job (CARRY OVER) (331.89)

Mileage Total Miles \_\_\_\_\_ X 0.505 \_\_\_\_\_

Cash Advance Received from BB&T (CASH ADVANCE TOTALS) 500.00

Cash Advance Received from AMEX (IF ANY ADVANCES FROM AMEX) \_\_\_\_\_

Cash Advance Given to : TECH'S NAME \_\_\_\_\_ (\$\$\$ AMOUNT GIVEN) \_\_\_\_\_

Per Diem: Days 7 @ \$ 55.00 385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls			126.00	00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	500.00			
Gas				00 66 4333
Repair Parts/Supplies				00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	500.00 -	<1014>	- <2004>	* 538.00 < 1110 >

\*\*\*\*\*TOTAL FROM CASE PD, PER DIEM AND MILEAGE

Carryover to next Job \_\_\_\_\_

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee 369.89

Misc Expenses Explanation

PONC Total 538.00  
 ADD AMEX & CASH PD TOTALS  
 TOE PONC TOTAL

EMPLOYEE SIGNATURE [Signature]

MANAGERS APPROVAL [Signature]

WOFFORD HAND - 969869 GARY HORTON - 480514 GARY OWENS - 235320  
 LARRY HAMMOCK - 110583 MIKE GOARD - 154308  
 TOM LANE - 621059 RICK HESS - 924250 JOE SINK - 965744

CASH ADVANCE

BB&T

TRANSACTION RECORD  
DATE TIME SERIAL  
02/05/10 12:09PM 00338  
CARD NUMBER XXXXXXXX1325  
ISSUANCE WITHDRAWAL  
POSTING DATE 02/05/10  
AMOUNT \$500.00  
FROM 2136 CHECKING

BALANCE \$1.00

DC-METRO CENTER #2  
WASHINGTON DC  
THANK YOU FOR BANKING  
WITH BB&T

VISIT: BB.T.COM

PARKING  
CASH

City Center Parking Lot  
900 9th St. N.W.  
Washington, DC 20001

Computer Number:

ier:

saction Number:

red:

ed:

et #87753

:

l Fee:

:

ID #:

I

01/29/10 16:1

02/05/10 09:2

Dispenser #:

Area

\$126.0

\$126.0

Thank you for choosing

✓  
cash pd.  
for parking

# Field Repair Expense Report

9869

Employee Name

Wofford Handy Jr

Job Location

J.W. Marriott Washington DC

Job Number (Quality Dept to fill in)

Job Code (Quality Dept to fill in)

Suite(s) Repaired

CASEGOODS/UPHOLSTERY ITEM # Z-800

Dates Travelled

DATES AT PROPERTY & TRAVELING 2-14-10

2-20-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job

(CARRY OVER) (369.89)

Mileage

Total Miles

X 0.505

Cash Advance Received from BB&T

(CASH ADVANCE TOTALS)

500.00

Cash Advance Received from AMEX

(IF ANY ADVANCES FROM AMEX)

Cash Advance Given to :

TECH'S NAME

(\$\$\$ AMOUNT GIVEN)

Per Diem:

Days

7

@

\$ 55.00

385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls				00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	500.00			
Gas				00 66 4333
Repair Parts/Supplies				00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	500.00- <1014>	- <2004>	412.00	< 1110 >

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee

281.89

Misc Expenses Explanation

PONC Total

412.00

ADD AMEX & CASH PD TOTALS FOR PONC TOTAL

EMPLOYEE SIGNATURE

MANAGERS APPROVAL

WOFFORD HAND - 969869

GARY HORTON - 480514

LARRY HAMMOCK - 110583

TOM LANE - 621059

GARY OWENS - 235320

MIKE GOARD - 154308

RICK HESS - 924250

JOE SINK - 965744

CASH Advance

BBT

BBT  
TRANSACTION RECORD  
DATE 02/14/10 TIME 12:08PM SERIAL 00046

CARD NUMBER XXXXXXXX1925  
TRANSACTION WITHDRAW  
POSTING DATE 02/16/10

AMOUNT \$500.00

FROM 2186 CHECKING

BALANCE \$0.00

DC-METRO CENTER #2  
WASHINGTON, DC  
THANK YOU FOR BANKING  
WITH BBT

VISIT: BBT.COM

# Field Repair Expense Report

2869

Employee Name WOFFORD H HANDY JR  
 Job Location J.W. MARRIOTT WASHINGTON DC  
 Job Number (Quality Dept to fill in) \_\_\_\_\_  
 Job Code (Quality Dept to fill in) \_\_\_\_\_  
 Suite(s) Repaired CASEGOODS/UPHOLSTERY ITEM # 2-800  
 Dates Travelled DATES AT PROPERTY & TRAVELING 2-21-10 2-27-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job (CARRY OVER) (281.89)

Mileage Total Miles \_\_\_\_\_ X 0.505 \_\_\_\_\_

Cash Advance Received from BB&T (CASH ADVANCE TOTALS) 500.00

Cash Advance Received from AMEX (IF ANY ADVANCES FROM AMEX) \_\_\_\_\_

Cash Advance Given to : TECH'S NAME (\$\$\$ AMOUNT GIVEN) \_\_\_\_\_

Per Diem: Days 7 @ \$ 55 385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls			120.00	00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	500.00			
Gas		60.00		00 66 4333
Repair Parts/Supplies		273.54		00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	500.00-	<1014> 333.54	<2004> 532.00	< 1110 >

TOTAL FROM CASH PD, PER DIUM AND MILEAGE

Carryover to next Job \_\_\_\_\_

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee 313.89

Misc Expenses Explanation

PONC Total 977.60  
 ADD AMEN & CASH PD TOTALS  
 FOR PONC TOTAL

EMPLOYEE SIGNATURE Wofford H Handy Jr

MANAGERS APPROVAL [Signature]

WOFFORD HAND - 969869 GARY HORTON - 480514 GARY OWENS - 235320  
 LARRY HAMMOCK - 110583 MIKE GOARD - 154308  
 TOM LANE - 621059 RICK HESS - 924250 JOE SINK - 965744

Supplies  
AMEX



More saving.  
More doing.®

4176 FRANKLIN ROAD  
ROANOKE, VA 24014 (540)772-3087

3 00002 21093 02/22/10 09:00 A  
TIER TERRY - TLD650

798253124 GEL CMT OT <A>	
709.98	69.86
340303829 SUPER GLUE <A>	
502.97	17.8
200410826 MASK TAPE CP <A>	
4019.97	79.6
192046159 NAPTHA-OT <A>	
1407.46	104.6

SUBTOTAL 272.1

SALES TAX 13.1

TOTAL \$285.21

XXXXXXXXX1007 AMEX 285.  
H CODE 545728/7023409



4628 02 21093 02/22/2010

✓  
\$285.60

PARKING  
CASH

City Center Parking Lot  
900 9th St. N.W.  
Washington, DC 20001

Computer Number:	1
Card:	ID #1
Transaction Number:	6
Valid:	02/12/10 13:04
Expires:	02/19/10 07:57
Card #92919	Dispenser #4
	Area 1
Fee:	\$120.00
	\$120.00

cash pd  
for parking

Thank you for choosing  
H Street Parking, Inc.



CASH ADVANCE  
BB&T

BB&T  
TRANSACTION RECORD  
DATE TIME SERIAL  
12/20/10 10:55 AM 02774

ACCOUNT NUMBER 12345678901234567890  
TRANSACTION WITHDRAWAL  
ENDING DATE 12/22/10

AMOUNT \$500.00

12345678901234567890  
CHECKING

ANCE \$1.00

RICK SPRINGS  
RICK SPRINGS  
THANK YOU FOR BANKING  
WITH BB&T

SIT: BB&T.COM

GAS  
AMEX

PitStop

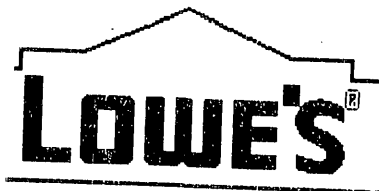
DLR# 4779849  
TIMBER RIDGE P  
LEXINGTO VA

02/22/10 10:35AM

ACCT#  
AMEX XXXXXX1007 10  
INU# NUS3561  
AUTH# 582255  
PUMP# 03  
Regular 22.73  
SELF  
PRICE/GAL \$2.63  
FUEL TOTAL \$60.1

TOTAL \$60.1  
Use your PitPass?  
Have a great day!

Return on Tools  
Put BACK on AMEX



LOWE'S HOME CENTERS, INC.  
4224 VALLEY AVENUE  
ROANOKE, VA 24018 (540) 725-1883

- RETURN 27601 -

SALES #:R S0664AL3 1443223 02-22-10

90286 KOBALT PLASTIC LAMINATE J 11.48-  
RIG. STORE: 664 DATE:020809 INV: 9733

SUBTOTAL: 11.48-

TAX: 0.58-

TOTAL RETURN: 12.06-

AMEX: 12.06-

AMEX XXXXXXXXXXXX1007

AMOUNT: 12.06-

RE: 0664 TERMINAL: 27 02/22/10 09:13:29

STORE MGR: BARRY FIELDS

...VE A COMMENT OR FEEDBACK? LET US KNOW AT:

[WWW.LOWES.COM/FEEDBACK](http://WWW.LOWES.COM/FEEDBACK)

STORE CODE: 06640-22210-27601

WE HAVE THE LOWEST PRICES, GUARANTEED!

# Field Repair Expense Report

9869

Employee Name Wofford H Hardy  
 Job Location J.W. Marriott Washington DC  
 Job Number (Quality Dept to fill in) \_\_\_\_\_  
 Job Code (Quality Dept to fill in) \_\_\_\_\_  
 Suite(s) Repaired CASEGOODS/UPHOLSTERY ITEM # 2800  
 Dates Travelled DATES AT PROPERTY & TRAVELING 2-25-10 3-06-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job

(CARRY OVER) (313.89)

Mileage Total Miles \_\_\_\_\_ X 0.505

Cash Advance Received from BB&T

(CASH ADVANCE TOTALS)

500.00

Cash Advance Received from AMEX

(IF ANY ADVANCES FROM AMEX)

Cash Advance Given to :

TECH'S NAME

(\$\$\$ AMOUNT GIVEN)

Per Diem:

Days

7

@

\$ 55

385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls				00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	500.00			
Gas		111.36		00 66 4333
Repair Parts/Supplies				00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	500.00- <1014>	111.36 - <2004>	* 412.00	< 1110 >

TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

225.89 -

Amount Due Employee

Misc Expenses Explanation

\*\*\*\*\*

PONC Total 523.36

ADD AMEX & CASH PD TOTALS  
FOR PONC TOTAL

EMPLOYEE SIGNATURE

Wofford H Hardy

MANAGERS APPROVAL

[Signature]

\*\*\*\*\*

WOFFORD HAND - 969869

GARY HORTON - 480514

LARRY HAMMOCK - 110583

TOM LANE - 621059

GARY OWENS - 235320

MIKE GOARD - 154308

RICK HESS - 924250

JOE SINK - 965744

GAS  
AMEX

3 511 2200...  
LL  
B S LEE HWY ROU  
URAL BRID  
24578

02/26/10 10:1  
DICE# 878710  
# 580290  
EX  
COUNT NUMBER  
XXXXXX X100  
Y/WH

PRODUCT \$  
UNLD \$2.

ONS FUEL T  
102 \$ 6

THANK YOU

↑ 35  
\$62.35  
✓

WELCOME

051422883-001  
ASTSTOP FOOD MT 238  
43 W RESERVOIR  
OODSTOCK VA 2266

ATE 02/27/10  
IME 12:53 PM  
UTH# 584457

MEX  
IANDY/WH

PUMP PRODUCT PPG  
01 UNLD \$2.599

GALLONS TOTAL  
18.857 \$49.01

THANK YOU  
HAVE A NICE DAY  
✓

CASH ADVANCE

BB&T

BB&T  
TRANSACTION RECORD  
DATE TIME SERIAL  
05/10 07:49PM 74458

NUMBER XXXXXXXX1925  
TRANSACTION WITHDRAW  
ENDING DATE 03/01/10

JNT \$500.00

1 2186 CHECKING

ANCE \$.00

WINNSVILLE-STANLEY  
WILEY TOWN VA  
THANK YOU FOR BANKING  
WITH BB&T

ISIT: BBT.COM

# Field Repair Expense Report

REPORT # 2869

Employee Name WOFFORD HANDY  
 Job Location J.W. MARRIOTT Washington DC  
 Job Number (Quality Dept to fill in) \_\_\_\_\_  
 Job Code (Quality Dept to fill in) \_\_\_\_\_  
 Suite(s) Repaired \_\_\_\_\_  
 Dates Travelled 3-67-10 3-13-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job

(CARRY OVER) (225.89)

Mileage Total Miles \_\_\_\_\_ X 0.505

Cash Advance Received from BB&T

(CASH ADVANCE TOTALS)

260.00

Cash Advance Received from AMEX

(IF ANY ADVANCES FROM AMEX)

\_\_\_\_\_

Cash Advance Given to :

TECH'S NAME

(\$\$\$ AMOUNT GIVEN)

\_\_\_\_\_

Per Diem:

Days

7

@

\$ 55.00

385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls				00 66 4324
Tips			<u>15.00</u>	00 66 4324
Laundry			<u>12.00</u>	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	<u>260.00</u>			
Gas				00 66 4333
Repair Parts/Supplies				00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	<u>260.00-</u>	<u>&lt;1014&gt;</u>	<u>&lt;2004&gt;</u>	<u>* 412.00</u>

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

\_\_\_\_\_

Amount Due Employee

377.89

Misc Expenses Explanation

RE: CONTROL UNIT, WASH. STATE, AND WASH. STATE

PONC Total 412.00

ADD AMEX & CASH PD TOTALS  
FOR PONC TOTAL

EMPLOYEE SIGNATURE

MANAGERS APPROVAL

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

WOFFORD HAND - 969869

GARY HORTON - 480514

LARRY HAMMOCK - 110583

TOM LANE - 621059

GARY OWENS - 235320

MIKE GOARD - 154308

RICK HESS - 924250

JOE SINK - 965744

CASH ADVANCE  
BB&T

BB&T  
TRANSACTION RECORD  
DATE TIME SERIAL  
03/08/10 03:12PM 01784

CARD NUMBER XXXXXXXX1925  
TRANSACTION: WITHDRAW  
POSTING DATE 03/08/10

AMOUNT \$260.00

FROM 2106 CHECKING

BALANCE \$.00

CC-METRO CENTER #2  
WASHINGTON DC  
THANK YOU FOR BANKING  
WITH BB&T

VISIT: BB&T.COM



# Field Repair Expense Report

9869

Employee Name Wofford H. Handy  
 Job Location J.W. Marriott Washington D.C.  
 Job Number (Quality Dept to fill in) \_\_\_\_\_  
 Job Code (Quality Dept to fill in) \_\_\_\_\_  
 Suite(s) Repaired \_\_\_\_\_  
 Dates Travelled 3-14-80 3-20-80

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job (CARRY OVER) (377.89)  
 Mileage Total Miles \_\_\_\_\_ X 0.505 \_\_\_\_\_  
 Cash Advance Received from BB&T (CASH ADVANCE TOTALS) 500.00  
 Cash Advance Received from AMEX (IF ANY ADVANCES FROM AMEX) \_\_\_\_\_  
 Cash Advance Given to : TECH'S NAME (\$\$\$ AMOUNT GIVEN) \_\_\_\_\_  
 Per Diem: Days 7 @ \$ 55.00 385 -

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls			176.00	00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	500.00			
Gas		61.00		00 66 4333
Repair Parts/Supplies		14.65		00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	500.00- <1014>	75.65- <2004>	176.00 + 15.00 + 12.00 = 588.00	< 1110 >

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job \_\_\_\_\_  
 (ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD) 465.89

Amount Due Employee

Misc Expenses Explanation

PONC Total 663.65

ADD AMEX & CASH PD TOTALS  
 TO PONC TOTAL

EMPLOYEE SIGNATURE Wofford H. Handy

MANAGERS APPROVAL B. J. M.

\*\*\*\* OFFICE USE ONLY \*\*\*\*  
 WOFFORD HAND - 969869      GARY HORTON - 480514      GARY OWENS - 235320  
 LARRY HAMMOCK - 110583      MIKE GOARD - 154308  
 TOM LANE - 621059      RICK HESS - 924250      JOE SINK - 965744

Supplies  
AmEx



More savin<sup>g</sup>  
More doing

4176 FRANKLIN ROAD  
ROANOKE, VA 24014 (540)772-3087

8 00002 57071 03/12/10 11:04  
HIER LISSA - LLC5929

812211132 FOLDING RZR <A> 7.9  
103214553 FILE BRUSH <A> 5.9

SUBTOTAL	13.9
SALES TAX	0.7
TOTAL	\$14.6
XXXXXXXXXX1007 AMEX	14.6
CH. CODE 506257/9025336	T



4628 02 57071 03/12/2010

ALL INFORMATION IS CONFIDENTIAL

✓  
\$14.65

GAS  
AMEX

WELCOME TO FASMART

000101816-01

15 FAIRYSTONE PA.

FASMART 12  
BASSETT V

DUPLICATE OUTDOOR RECEIPT

ERICAN EXPRESS

NDY/WH

TH# 00 DOC# 80029

TE 03/09/10 21:46

COMP # 06

PRODUCT: REG

PROVAL # 502645

LLONS: 23.472

ICE/G: \$ 2.599

EL SALE \$ 61.00

THANKS, COME AGAIN

PARKING  
CASH

City Center Parking Lot  
900 9th St. N.W.  
Washington, DC 20001

Computer Number:

ID

1:

ction Number:

02/27/10 14:

d:

03/09/10 09:

2:

Dispenser

#4057

Area

\$176.1

Fee:

\$176.0

for choosing

11

✓  
cash pd.  
for parking

CASH ADVANCE  
BB&T

BB&T  
TRANSACTION RECORD  
DATE TIME SERIAL  
03/14/10 02:11PM 03145

CARD NUMBER XXXXXXXX1234  
TRANSACTION WITHDRAW  
POSTING DATE 03/15/10

AMOUNT \$500.00  
FROM 2166 CHECKING

BALANCE \$1.00

DC-METRO CENTER #3  
WASHINGTON DC  
THANK YOU FOR BANKING  
WITH BB&T

VISIT: BB&T.COM

# Field Repair Expense Report

7869

Employee Name Wofford H Hand  
 Job Location JW Marriott Washington DC  
 Job Number (Quality Dept to fill in) \_\_\_\_\_  
 Job Code (Quality Dept to fill in) \_\_\_\_\_  
 Suite(s) Repaired CASEGOODS/UPHOLSTERY ITEM # 2-800  
 Dates Travelled DATES AT PROPERTY & TRAVELING 3-21-10 3-27-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job (CARRY OVER) (465.89)

Mileage Total Miles \_\_\_\_\_ X 0.505 \_\_\_\_\_

Cash Advance Received from BB&T (CASH ADVANCE TOTALS) 480.00

Cash Advance Received from AMEX (IF ANY ADVANCES FROM AMEX) \_\_\_\_\_

Cash Advance Given to : TECH'S NAME \_\_\_\_\_ (\$\$\$ AMOUNT GIVEN) \_\_\_\_\_

Per Diem: Days 7 @ \$ 55.00 385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Complimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls			72.00	00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees				00 66 4324
Cash Advance Amount	480.00			
Gas				00 66 4333
Repair Parts/Supplies				00 66 4435
Repair Parts/Supplies		22.89		00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	480.00 -	<1014> 22.89 -	<2004> 72.00	< 1110 >

\*\*\*\*\*TOTAL FROM CASH PD, PER DIEM AND MILEAGE

Carryover to next Job \_\_\_\_\_

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

Amount Due Employee 469.89

Misc Expenses Explanation

PONC Total 506.88  
 ADD CASH PD TOTALS  
 FOR PONC TOTAL

EMPLOYEE SIGNATURE Wofford H Hand

MANAGERS APPROVAL [Signature]

\*\*\*UNIT TEL: 202-462-8100, GARY HORTON - 480514 GARY OWENS - 235320  
 WOFFORD HAND - 969869 LARRY HAMMOCK - 110583 MIKE GOARD - 154308  
 TOM LANE - 621059 RICK HESS - 924250 JOE SINK - 965744

Supplies  
AMEX

THANK YOU FOR SHOPPING AT  
FIFTH STREET ACE HARDWARE  
1055 5TH ST NW  
WASHINGTON, DC 20001  
(202) 682-4570

Free personal shopping/delivery  
Sign up for Ace Rewards

11/10 4:01PM BANDY 591 SALE

1 EA 21.592EA  
JN DUAL TEMP ACE 21  
ar Price: 26.99

TOTAL: 21.59 TAX: 1  
TOTAL: 22.  
BC AMT: \$22.

Card#: XXXXXXXXXXXX1007  
000011582517  
543280 AMT: 2  
reference #:591912 Bat#335

✓  
\$22.89

PARKING  
CASH

City Center Parking Lot  
900 9th St. N.W.  
Washington, DC 20001

Computer Number:	
er:	ID #
action Number:	
ed:	03/12/10 15:4
d:	03/16/10 08:1
t #13100	Dispenser #
	Area
Fee:	\$72.00
	\$72.00

Thank you for choosing

cash pd  
for parking



CASH ADVANCE  
BBT

BBT  
TRANSACTION RECORD  
DATE TIME SERIAL  
03/21/10 02:24PM 02574

CARD NUMBER XXXXXXXX1925  
TRANSACTION WITHDRAW  
POSTING DATE 03/22/10

AMOUNT \$400.00

FROM 2166 CHECKING

BALANCE \$1.00 ✓

DC-METRO CENTER #2  
WASHINGTON DC  
THANK YOU FOR BANKING  
WITH BBT

VISIT: BBT.COM

# Field Repair Expense Report

7869

Employee Name

WOFFORD H HANDY JR

Job Location

J.W. MARRIOTT WASHINGTON DC

Job Number (Quality Dept to fill in)

Job Code (Quality Dept to fill in)

Suite(s) Repaired

CASEGOODS/UPHOLSTERY ITEM # 2-800

Dates Travelled

DATES AT PROPERTY & TRAVELING 3-28-10

4-03-10

BB&T	AMEX	CASH PD	CASH ADV
------	------	---------	----------

Carryover from Prior Job

(CARRY OVER)

469.89

Mileage

Total Miles

X 0.505

Cash Advance Received from BB&T

(CASH ADVANCE TOTALS)

500.00

Cash Advance Received from AMEX

(IF ANY ADVANCES FROM AMEX)

Cash Advance Given to :

TECH'S NAME

(\$\$\$ AMOUNT GIVEN)

Per Diem:

Days

7

@

\$ 55.00

385.00

	BB&T	AMEX	CASH PD	A/P USE
Lodging				00 66 4324
Lodging for Dual Occupancy				00 66 4324C
Compimentary rooms (\$50.00/day)				00 66 4324D
Plane Fare (incl. Service Fee)				00 66 4324
Car Rental				00 66 4324
Taxi				00 66 4324
Telephone				00 66 4324
Parking & Tolls			256.00	00 66 4324
Tips			15.00	00 66 4324
Laundry			12.00	00 66 4324
Cash Advance Fees	3.00			00 66 4324
Cash Advance Amount	500.00			
Gas		60.33		00 66 4333
Repair Parts/Supplies		14.67		00 66 4435
Repair Parts/Supplies				00 66 4435
Tools				00 66 4305
Tools				00 66 4305
Vehicle Expense				00 66 4462
Movie Expense owed to AOM				00 66 4324
Misc.				
Misc.				
Total	503.00 -	81.00 -	668.00	< 1110 >

TOTAL FROM CASE PD, PER DIEM AND MILEAGE

Carryover to next Job

(ADD CARRY OVER & CASH ADVANCE THEN SUBTRACT CASH PD)

637.89

Amount Due Employee

Misc Expenses Explanation

PONC Total

751.30

ADD CASH PD TOTALS  
FOR PONC TOTAL

EMPLOYEE SIGNATURE

MANAGERS APPROVAL

WOFFORD HAND - 969869

GARY HORTON - 480514

LARRY HAMMOCK - 110583

TOM LANE - 621059

GARY OWENS - 235320

MIKE GOARD - 154308

RICK HESS - 924250

JOE SINK - 965744

GAS  
AMEX

130 Arcadia Rd  
Buchanan VA 24066

ARCADIA ROAD , 57522881  
ANAN , VA  
5

8/2810 11:14:18 AM 122

XXXXXX X1007 AMEX  
Y/WH  
ICE 506048  
508596

#3	23.
ILAR	\$ 2
IE/GAL	\$6
TOTAL	

-----  
Total = \$6

ND Credit \$6

Thank You Come Again!

✓  
\$66.33

PARKING  
CASH

**RECEIPT**

DATE 3/3/2010 No. 816710

FROM \_\_\_\_\_ DOLLARS

☐ FOR RENT Parking

☒ FOR \_\_\_\_\_

☒ CASH

☐ MONEY ORDER

☐ CHECK

☐ CREDIT CARD

ACCT.	
PAID	<u>256.00</u>
DUE	

BY \_\_\_\_\_

adams 1152

✓ cash pd.  
for parking

CASH ADVANCE

**CHEVY CHASE<sup>®</sup> BANK**

*A division of Capital One, N.A.*

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Member  
FDIC

Supplies

RETURNED - Put BACK on Amex



More saving.  
More doing.

4176 FRANKLIN ROAD  
ROANOKE, VA 24014 (540)772-3087

8 00003 77127 02/27/10 10:15  
HIER JONATHAN - JJR3448

25076475 POWER BIT <A> 13.9  
287135141 TRIMMER <A> 49.9

SUBTOTAL 63.9  
SALES TAX 3.2  
TOTAL \$67.1  
XXXXXXXXXX1007 AMEX 6/1  
H CODE 587457/2036929



4628 03 77127 02/27/20

REGISTRATION



More saving.  
More doing.

4176 FRANKLIN ROAD  
ROANOKE, VA 24014 (540)772-3087

28 00008 40249 03/31/10 10:46 AM  
SHIER EDGAR - EWM606  
ORIG REC: 4628 003 77127 02/27/10 TA \*

3287135141 TRIMMER -49.97

SALES TAX -2.50  
TOTAL -\$52.47  
XXXXXXXXXX1007 AMEX -52.47  
VOICE 0082726 TA

EFUND-CUSTOMER COPY

BE THE FIRST TO CHECK OUT OUR LOCAL AD  
FOR GREAT VALUES & NEW PRODUCTS. SIGN UP

67.14  
-52.47  
14.67