

MEMORANDUM

TO: Jason Browning, Collin County Judge, Collin County Commissioner
FROM: Melissa Stillwell, Finance Director City of Josephine, TX
SUBJECT: COVID-19 Expenses for Reimbursement
DATE: 7/6/2020

Please see the attached detail for all items that have so far been purchased by the City of Josephine in relation to COVID-19. We have had to purchase additional cleaning supplies, PPE, sanitizer, and paying for a cleaning company to sanitize and disinfect City Hall, Police cars, and the city park. We had to purchase three laptops and pay for IT service to set them up to enable city employees to work remotely. We had to pay for the hardware and subscription to Zoom to remotely broadcast and enable remote conference meetings for City Hall, Court, and Planning and Zoning Meetings. We had to purchase a plexiglass divider to ensure the safety of our front desk employees. We paid for the fuel (as a reimbursement to our employee to fuel his personal vehicle) to travel to a Frisco business (providing free disinfecting spray to first responders) to pick up disinfecting spray for the patrol cars in March when these supplies were exhausted in all local retail locations.

Spreadsheet with detail and all receipts are attached. Seeking reimbursement of expenses incurred due to COVID-19 in the amount of \$7,688.84 through the Collin Cares Act Program.

Regards,

Melissa Stillwell

City Finance Director 201 S. Main St. Josephine, TX 75173 469-717-0055



Submitted to Browning 7/6/2020

COVID-19 E	EXPENSE LIST CITY OF JOSEPHINE	, тх		7,688.84
Date	Vendor	QTY	Item Purchased	Total Cost
3/26/2020	Walmart	2 EA	Spray Bottle	2.17
3/26/2020	Tractor Supply	12 EA	Spray Bottle	31.92
			Fuel/COVID Explanation by Chief Briggs: This was the fuel reimbursement to Cody Kennemer due to him using his	
			personal vehicle to travel to Frisco to pick up disinfectant spray for the patrol cars that was being provided by a	
3/31/2020	Caddo Mills Food and Fuel	Fuel	business for free.	41.23
4/2/2020	Baxter IT Consulting Services	1 EA + Service	Lenovo Thinkpad Laptop, Business Support Service/Setup	1,286.52
4/2/2020	Amazon	1 EA	1080P Webcam (for Zoom City Hall Meetings, Court & Planning & Zoning Meetings)	61.73
4/8/2020	Zoom Video Communications	Service	Zoom Conference Meeting Subscription (City Hall Meetings, Court & Planning & Zoning Meetings)	159.20
4/13/2020	Amazon	1 Case	Hand Sanitzer	180.75
4/23/2020	Baxter IT Consulting Services	2 EA + Service	Lenovo Thinkpad Laptops, Business Support Service/Setup	2,793.74
4/30/2020	Buymore.US	1 EA	Non-Contact Forehead Digital Thermometer	89.99
5/7/2020	Omniserve Pest Management	Service	Sanitation/Disinfecting City Hall, Police Cars & Park	820.00
5/11/2020	Amazon	2 EA	Non-Contact Forehead Digital Thermometer	92.88
5/13/2020	Amazon	1 Case	Hand Sanitzer	139.90
5/18/2020	Amazon	2 Packs	Kleenex	39.96
5/20/2020	Amazon	1 Pack	Bandana/Face Scarves/PPE	19.99
5/21/2020	Amazon	2 Cases	Face Masks/PPE	53.98
6/2/2020	Amazon	1 Case	Face Masks/PPE	29.99
6/12/2020	Office Depot	3 Cases	Face Masks/PPE	119.96
6/17/2020	Dollar General	4 EA	Disinfecting Wipes/Cleaner	11.85
6/18/2020	Amazon	3 Cases	Hand Sanitzer	129.88
6/18/2020	Amazon	5 Cases	Face Masks/PPE	139.45
6/15/2020	Baxter IT Consulting Services	3 EA + Service	Zoom Cameras, Hardware, Cables (for Zoom City Hall Meetings, Court & Planning & Zoning Meetings)	1,299.95
6/25/2020	Amazon	1 Case	Hand Sanitzer	53.00
6/26/2020	Staples	1 EA	Sneeze Guard/Plexiglass Divider	79.99
6/26/2020	Costco	1 Case	Disinfecting Wipes/Cleaner	10.81





Order Placed: May 18, 2020 Amazon.com order number: 111-0090767-5538674 Seller's order number: 432308 Order Total: \$39.96

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Shipped on May 20, 2020			
Items Ordered 2 af: An Item of Kleenex White Facial Tissue Pop-Up Box, 2-Ply (95 tissues per box, 6 boxes per pk.) - Pack of 1 Sold by: Perfect Desi's (sellist ortifie) Condition: New			
Shipping Address: Item(s) Subtotal:	\$39.96		
City of Josephine Shipping & Handling: 604 WISTERIA DR	\$0.00		
JOSEPHINE, TX 75173-8549	alamanaa		
United States Total before tax:	\$39.96		
Sales Tax:	\$0.00		
Shipping Speed:	vah Griphennes.		
Economy Shipping Total for This Shipment:	\$39.96		
	anticonnia		
Payment Information			
Payment Method: Item(s) Subtotal:	\$39.96		
Visa Last digits: 8175 Shipping & Handling:	\$0.00		

Billing Address: City of Josephine **604 WISTERIA DR** JOSEPHINE, TX 75173-8549 United States

Total before tax: \$39.96 Estimated tax to be collected: \$0.00 Grand Total: \$39.96

To view the status of your order, return to Order Summary.

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Details for Order #111-6205950-0573864

Order Placed: May 20, 2020 Amazon.com order number: 111-6205950-0573864 Order Total: \$19.99

Not Yet Shipped	
Items Ordered 1 of: Nack Gaiter, 6 Packs Bandanas Face Scarf for Men and Women, Sun UV Protection (blue-pink-black) Sold by: IDEATECH US-SELLER (seller_profile) Condition: New	Price \$19.99
Shipping Address: City of Josephine 604 WISTERIA DR JOSEPHINE, TX 75173-8549 United States Shipping Speed: Two-Day Shipping	
Payment Information	
Payment Method: Ilem(s) Subtotal: Visa Last digits: 8175 Shipping & Handling: Billing Address:	
City of Josephine Total before tax: 604 WISTERIA DR Estimated tax to be collected: JOSEPHINE, TX 75173-8549 United States Grand Total:	\$0.00

To view the status of your order, return to Order Summary.

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Details for Order #111-0521639-1404228

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Order Placed: May 21, 2020 Amazon.com order number: 111-0521639-1404228 Order Total: \$53.98

Not Yet Shipped

Items Ordered 2 of: *Bigox Face Mask Disposable Earloop Blue 50Pcs* Sold by: Bigox (<u>selle: omfile</u>) Business Price Condition: New

Shipping Address: City of Josephine 604 WISTERIA DR JOSEPHINE, TX 75173-8549 United States

Shipping Speed: One-Day Shipping

Payment Information

Payment Mathod: Visa | Last digits: 8175

Billing Address: City of Josephine 604 WISTERIA DR JOSEPHINE, TX 75173-8549 United States Item(s) Subtotal: \$53.98 Shipping & Handling: \$0.00 Total before tax: \$53.98 Estimated tax to be collected: \$0.00 Grand Total: \$53.98

To view the status of your order, return to Order Summary.

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Price \$26.99

OMNISERVE PEST MANAGEMENT

P.O. Box 3306 972-736-1144 Mckinney, Texas 75070 Edward Roberts - 0561867 TPCL# 13289 TDA 866-918-4481

INVOICE

DATE

E INVOICE #

05/07/20

11479

BILL TO

City of Josephine - City Hall P. O. Box 99 Josephine, TX 75164 SERVICE TO

City of Josephine - City Hall 201 Main St. Josephine, TX 75164

	P.O. NU	MBER	TERMS
			Net 30
Description	Qty	Price	Amount
Sanitization - disinfecting COVID CUTY Hall DOTICE CARS PAUC		820.00	\$820.00
rauc		Total	\$820.00

Please Return This Portion With Your Payment

From: City of Josephine - City Hall	Invoice Number	11479
P. O. Box 99	Account Number	1668
Josephine, TX 75164	Terms	Net 30
	Amount Dur	\$820.00
	Payment	 Alban Medicinguta
	Balance	
	Check Number	

To: OMNISERVE PEST MANAGEMENT P.O. Box 3306 972-736-1144 Mckinney, Texas 75070 Edward Roberts - 0561867 Please Make Check Payable To: OMNISERVE PEST MANAGEMENT

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City of Jonephroe JO1 Main Street Josephroe, TX 25173

	New 15	
2 Leninyo Thirkpad 2 Business Support Services - Selup and delivery	1,242,87 135,00	2.485.74 370 DD
 *The following 2 items will be Monthly charges May 2020 Cloud Patch Management Software May 2020 CloudCare Antwinus Protection 	6.00 3.50	24.00 14.00

could

QUESTIONS - Call (214) 383-8011

Thank you for your business.

Total

\$2, 193,74

Please make check payable to Buster 1.T. Consulting Services

Navier I.7. Consulting Services 373 Town Place, Parcies, 74, 75069 1953



Baster IT Consulting Services, Inc.

Farvier: TX 75069-1958

Phone # [214] 383-8011 Fax# (972) 886-6203

biservice@besterit.com

Oty of Josephine 201 Main Street Josephine, TK 35173

Covid

4/2/2020

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Businet's Support Services - Patt Summary Statement Putchased		0.00	0.00
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2. Business Support Services - Seti Turnel	up and configure of stime	135.00	270.00

QUESTIONS - Ca8 (214) 383-8011

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Total

Please make check payable to Baxter 1.1. Consulting Services.

Baxter 1.1 Consulting Services 312 Town Place: Fairwey, TX, 25069-1458

\$1.286,52

zoom

INVOICE

 Zoom Video Communications Inc. 55 Abrieden Bied, iff Plant Bart Jose, CA 85113 billing@gannes.us
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 Invoice Date Payment Terms: Over Date
 04/08/2020 INV 14915493 Due Upon Receipt Out 000 Currency Account Information Out 01 Currency Account Information Information Out 01 Currency Account Information Information Out 01 Currency Account Information Information Currency Account Information I

CHARGE DETAILS				
Charge Description	Service Period	Buttotel	Tax.	TOTAL
Charge Name: Standard Pro Annual Quantity: 1 Unit Price \$149.90	04/08/2020-04/07/2021	3:49.90	59-30	\$159.20

1149.90	Substated	
\$159.20	Total (Instading Tax)	
\$0.00	trevision dialance:	

Charge Name	Tax Name	Juriadiction	Charge Amount	Tex
Standard Pro Annual	Sales Tax	State	\$149.90	\$7.50
Standard Pro Arreat	Soles Tax	City	\$149.90	\$1.80
			Total Tax	\$9.30

TRANSACTIONS	183			10 22 20
Involce Total				\$159.20
Transaction	Transaction Number	Transaction Type	Description	Applied Amount
04/06/2020	P-18890816	-		(\$158.20)
			Invoice Balance	\$0.00

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Patti Brooks

From Sent: Yo: Subject: service@paypal.com Monday, March 30, 2020 4:20 PM City Hall Receipt for Your Payment to buymore.us

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(EXTERNAL EMAIL) Please use caution

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Hello City of Josephine,

You sent a payment of \$99.99 USD to buymore us

it may take a few moments for this transaction to appear in your account.

Merchant: mainstallighersail.com Instructions to merchant Vita Naver Centered and instral terms

Mopping address - Climited City of Josephuse.

Shipping ristalls

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Subtotal	549,099,010
Shipping and handling	\$10.00 LB2
Total	1699 99 USI
Parground	599.99 USI

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\$99.99 USD

Charge-will appear on you? credit card statement as "PiktPikt, "BLPKACHELDS"

Visa x B175

Payment sent to motostald@gmail.com

Payment year from cityhal @cityaljosephine(v.com

Funding Sources Used (Total)

Patti Brooks

From: Sent: To: Subject: Amazo om <auto-confirm@amazon.com> Thursday, April 2, 2020 1:39 PM Patti Brooks Your Amazon.com order of "1060P Webcam, NP HD PC...".

Central Patte CC Covid



[EXTERNAL EMAIL] Please use caution

amazon business

Your Account Amazon.com

Order Confirmation

Hello Patti Brooks,

Thank you for shopping with us. We'll send a confirmation once your item has shipped. Your order details are indicated below. The payment details of your transaction can be found on the order involce. If you would like to view the status of your order or make any changes to it, please visit Your Orders on Amston com.

This order is placed on behalf of City of Josephine

Thursday, April 9 -Friday, April 17



City of Josephine 604 WISTERIA DR JOSEPHINE, TX 75173-8549 United States

\$49.99
\$13.24
\$61.73
\$0.00
\$61.73

To learn more about ordering, go to Droams from Amazon com If you want more information or need more assistance, go to Help

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Thank you for shopping with us Amazon.com

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Final Details for Order #111-8080271-0196250

Order Placed: June 18, 2020 Amazon.com order number: 111-8080271-0196250 Order Total: \$258.08

	Shipped on June 21, 2020	
Herms Ordered S of: Face Mask: Pack of 50 Sold by Amarian com Devecas LLC (Junit Contin) Outness Price Condition New	COVID	Prica 527.89
3 of: GOJO Premium Foam Handwash with 5 1200 mL Foam Hand Soap Refill for GOJO 7 Skill by Amazon com Services LLC Condition Max	Skin Conditioners, Cranberry Scent, EcoLogo Cartified, FX Touch-Free Dispanser (Pack of 2) - 5361-02	\$39.85
Shipping Address:	hern(s) Subtotel	\$259.00
City of Josephine 604 WISTERIA DR	Shipping & Handling	\$0.00
JOSEPHINE, TX 75173-8549 United States		
CALIFORNIA CONSIGNATION	Tola before tax.	
Shipping Speed:	Sales Tax:	\$0.00
Amazon Day Delivery	Tabel des This Bulling water	10000
	Total for This Shipment:	\$259.90
	Payment information	
Payment Method:	Nam(s) Subtolat	5350.00
Visa Last oigus 8175	Shipping & Handling	
Billing Address:	man and the second s	40.00
City of Josephine	Total before tax.	\$259.00
604 WISTERIA DR JOSEPHINE, TX 75173-8549	Estimated tax to be collected	
United States		*****
	Grand Total:	\$259.00

To view the status of your order, return to Order Summary.

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COVID Expenses

МВ

Mathew Briggs Fri 6/26/2020 9:43 AM To: Melissa Stillwel

The file is read only on my end.

Here are the expenses for the PD to this point:

G/L Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee	Reason	Method of Distribution	File Date
7301	3/26/2020	8600543048	Walmart	\$2.17	Walmart	SPRAY BOTTLE/COVID EXPENSE	KENNEMER REIMBURSEMENT	4/15/2020
730	3/26/2020	168935	TAC TOR SUPPLY	\$31.92	TRACTOR SUPPLY	SPRAY BOTTLE/COVID EXPENSE	KENNEMER REIMBURSEMENT	4/15/2020
6685	3/31/2020	L348883351001	CADDO MILLS FOOD AND FUEL	\$41.23	CADDO MILLS FOOD AND FUEL	KENNEMER GAS/COVID	KENNEMER REIMBURSEMENT	4/15/2020
6284'	4/8/2020	INV14915491	ZOOM	\$139.20	ZOOM	VIRUTAL MEETING SPACE FOR ENTIRE CITY	PD CC PAYMENT	5/11/2020
6500	6/12/2020	510464989-001	Office Depot	\$119.96	OFFICE DEPOT	COVID PURCHASE - FACE MASKS	PD CC PAYMENT	6/12/2020
7301	6/17/2020	70001001349	Dottar General	\$11.85	Dollar General	Office Cleaning Supplies (COVID Expense)	PD CC PAYMENT	6/17/2020

We will have a computer to add to this shortly.

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Phone # (214) 383-8011 bservice@baxterit Fax # (972) 886-4203 OULTo ty of Josephine DI Main Street	. CDFN	6/15,	/2020 5532
Fax # (972) 886-4203 OH To ty of Josephine 01 Main Street	COFT		12020 3332
Ity of Josephine 101 Main Street osephine, TX 75173			
0.0	P.D. No.		
COVID		Net 15	New Camera fo
1 Logitech Zoom Camera - 1080p 10x zoo	9137	1,074.95	1,024.95
1 Audio Cables and Connectors		199.00	199.00
I Mounting Hardware		126.00	126.00
10 10 Hours of Labor- Review Chief Briggs requirements, buy all hardware to achie	installation	135.00	1,350.00
install all equipment 1 Discount for verbal promise made to Cha work.		-1,450.00	-1,450.00
	1 4	i	
	Ĩ		
QUESTIONS - Call: (214) 383-86	011		

City of Josephine 604 WISTERIA DR JOSEPHINE, TX 75173-8549

Order ID: 111-8435558-3570609

Thank you for buying from JCSLink on Amazon Marketplace

Order Item (0: 10567486511018

Shipping a	lided ress:	Order Date:	Thu, Jun 25, 2020			
City of Jose	ephine	Shipping Service	Free Economy			
604 WISTE	RIA DR	Buyer Name.	Patti			
JOSEPHINE	E, TX. 75175-	Seller Name:	JCSLink			
8549 Quantity	Product Details			Unit price	Order Tet	ala
1 NuValu	NuValu Advanc	ed Hand Sanitizer with Pa		\$53.00	item subtotal	
	70% Alcohol (6 f2. ez. (236 ml) per Battle) [12 park SKU: JC103156-12-newlisting ASIA: 8089RVKQDX		. F. e. H. e. H		item total	\$53.00
	Condition: New	Condition: New				
	Listing ID: 0602	2X SENCIEW		1		

Grand total: \$53.00

Returning your item:

Go to "Your Account" on Amazon com, click "Your Orders" and then click the "seller profile" link for this order to get information about the return and refund policies that apply. Visit https://www.amazon.com/returns to print a return shipping label. Please have your order ID ready.

Thanks for buying on Amazon Marketplace. To provide feedback for the seller please visit www.amazon.com/feedback. To contact the seller, go to Your Orders in Your Account. Click the seller's name under the appropriate product. Then, in the "Further Information" section, click "Contact the Seller."

Staples

6834 Hesley Street (REENVILLE 1X 7540) (903) 450-9899 SALE 1963876 4 007 09364 1098 06/26/20 09:37 QTY SKU PRICE

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TOTAL ITEMS 1

*[tem is currently on promotion. Some coupons are only valid or regular priced items. Please see coupon terms and conditions for details.

THE HED Business essentials designed thoughtfully to work beautifully.

Shop Smerter, Bet Rewarded, Staples Rewards members pet up to 5% back to Rewards in store only. Exclusions Apply, See an associate for full program details or to enroll.

THANK YOU FOR SHOPPENE AT STAPLEST



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102211	-		199.91	1 F K

Final Details for Order #111-4151614-9263427

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Order Placed: June 2, 2020 Amazon.com order number: 111-4151614-9283427 Order Total: \$29.99

	Shipped on June 2, 2020	
Items Ordered COV 1 d 1 of: Face Mask, Pack of 50 Sold by: Amezon.com Services LLC Condition: New	POSTED	Price \$29.99
Shipping Address: City of Josephine 604 WISTERIA DR JOSEPHINE, TX 75173-8549 United States Shipping Speed: One-Day Shipping	Item(s) Subtotal: Shipping & Handling: Total before tax: Sales Tax:	\$29.99 \$0.00 \$29.99 \$0.00 \$29.99
	Total for This Shipment: Payment Information	
Payment Method: Visa Last digits: 8175	Item(s) Subtotal:	

Billing Address: City of Josephine 604 WISTERIA DR JOSEPHINE, TX 75173-8549 United States Grand Total: \$29.99

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amazon.com



Details for Order #111-4839187-8857845

Order Placed: May 13, 2020 Amazon.com order number: 111-4839187-8857845 Order Total: \$139.90

Not Yet Shipped				
Items Ordered 10 of: PURELL Advanced Hand Sanitizer Refreshing Gel, Clean Scent, 1 Liter Pump Bottle (Pack of 1) - 9632-04-CMR Sold by: Amazon.com Services LLC Condition: New	Price \$13.99			
Shipping Address: Item(s) Subtotal: City of Josephine Shipping & Handling: 604 WISTERIA DR Shipping & Handling: JOSEPHINE, TX 75173-8549 Total before tax: United States Sales Tax:	\$0.00 \$139.90 \$0.00			
Shipping Speed: Standard Shipping Total for This Shipment:	\$139.90			
Payment Information				
Payment Method: Item(s) Subtotal Visa Last digits: 8175 Shipping & Hapdilog				

Billing Address: City of Josephine 604 WISTERIA DR JOSEPHINE, TX 75173-8549 United States Item(s) Subtotal: \$139.90 Shipping & Handling: \$0.00 Total before tax: \$139.90 Estimated tax to be collected: \$0.00

Grand Total: \$139.90

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amazon.com	25	CORDNA Auto	
	43-0129060	Auta	
	Not Yet Shipped	<	
Items Ordered 11 of Hand Sanitizer, Refreshing Gel, Pu- told by Eldina Case (adder brutte) Cadition New Shipping Address; City of Josephine 604 WhSTERIA DR JOSEPHINE, TX 75173-8549 United States Shipping Speed: Standard Shipping	imp Battle 10 FI Oz (one size, one cotor)		Price \$11.99
in a shirigint a ganglalan oo dhaan ayaa a	Payment Information		
Payment Method: Visa (Last digits: 8175 Billing Address: City of Josephine 604 WISTERIA DR JOSEPHINE, TX 75173-8549 United States	OSTED	item(s) Subtotal Shipping & Handling Total before tax Estimated tax to be collected Grand Total:	\$36.87 5180.75 \$0.00

To view the status of your order, return to Order Summary.

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amazon.com

Final Details for Order #111-6118294-8987459

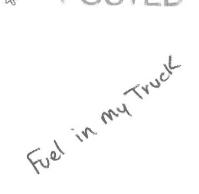
Order Placed: June 18, 2020 Amazon.com order number: 111-6118294-8987459 Order Total: \$129.88

Shipped on June 20, 2020	
Rems Ordered	Pric
2 of: Superly Hanel Samilizer. Moisturizing Gel Hand Wash with Pump,No-residue,Quick-drying 8 5.oz (Pack of 8) See try ExeMe table: molio) Conston: New	\$39.9
1 of: Superfy Hand Sanhzor Gel with Pump, 8 Pack of 16 oz, Press Hand Washer with 70% Alcohol Quick-drying (128oz total) Set by Exatle cutter aution Condition New	549.9
Shipping Address: itemts) Subjected	\$129.88
City of Josephine Shipping & Handling Shipping & Handling JOSEPHINE, TX 75173-8549	\$0.00
United States. Total before tax:	\$129.88
Sales Tax	\$0.00
Shipping Speed:	
Standard Shipping Total for This Shipment:	\$129.88
Payment information	
Payment Mathod: Item(s) Subtola:	£100 88
Visa Livet digits: 8175 Shipping & Handling:	
Billing Address:	\$0.00
City of Josephine Total before tax:	
504 WISTERIA DR	\$0.00
IOSEPHINE, TX 75173-8549	20.00
Grand Total	\$130 mm

To view the status of your order, return to Order Summary

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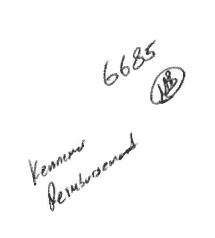
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