

First Class Glass & Mirror, Inc.

1513 Industrial Drive
Itasca, IL 60143
630-250-9777
630-250-9727

**Estimate**

DATE

6/23/2025

ESTIMATE

TRUE SOURCE
263 JENCKES HILL RD.
LINCOLN, RI. 02865-4415
800-556-6484
FAX# 800-334-5277

PROJECT NAME/ADDRESS

NEW BALANCE
LINCOLN PARK 2369 N. CLARK ST
CHICAGO IL 60614

P.O. No.

02856553

Qty	DESCRIPTION	TOTAL
1	INITIAL SERVICE CALL	150.00
1	24 X 96 X 1/4 CLEAR MIRROR W/ POLISHED EDGES AND 1 - 3" CUTOUT FOR THE DOOR HANDLE	460.00
1	RETURN TRIP	80.00
	LABOR	750.00

ALL PAYMENTS MUST BE MADE 45 DAYS AFTER INVOICE DATE
OR A 15% LATE FEE WILL BE APPLIED

TOTAL**\$1,440.00**

TrueSource

Work Order Acknowledgement

WO #: WO-02856553 Order # 04514497

DATE ISSUED: 06/18/2025 09:26 AM

Service Level

Priority: 48 Hour Response

Tech ETA Date/Time: 6/20/2025 9:32 AM

SITE Name & Number: NEW BALANCE - Lincoln Park 2369 N. Clark St. (Site # 45027)

Site Address: Lincoln Park 2369 N. Clark St. Chicago IL, 60614

Site Contact #: (773) 248-9721

Customer Tracking #: Ref. #15634

****This form must be signed and stamped on-site and returned to TrueSource with your Invoice****

****Submit your Work Order Acknowledgment, Invoice, and any other required documents as separate attachments****

Problem Reported

Storage closet mirror is cracked and needs replacement. NEED TO SCHED WITH SITE AS WE CANNOT JUST SHOW UP SINCE STORE NEEDS ADVANCE NOTICE TO HAVE SOMEONE FROM STAFF OVERSEE WORK

Action Required While On-site (Work Plan Line Items)

CHECK IN AND OUT WITH TRUESOURCE @ (877) 287-0370 - WO-02856553 - PIN #5027 (EQUATES TO BILLABLE LABOR HOURS)

Documents required for payment remittance (Vendor's Invoice, Work Order Acknowledgement)

Locate the manager on duty and review equipment to be serviced

Capture before and after photos

Capture make, model, serial number, and meter reading (if applicable) for equipment service

Complete required dock or door survey (if applicable)

Locate the manager on duty for review of the repairs performed - test unit for operational satisfaction

Secure a signed work order acknowledgment from the manager on duty - must contain arrival and departure times, legible signature (first and last name), and store stamp

Documents required for payment remittance (Vendor's Invoice, Work Order Acknowledgement)

For Additional Funds - Please submit an On-Site NTE Request through Affiliate Connect

DESCRIPTION OF WORK PERFORMED

☐ Further Work Required / Quote Needed

☐ Job Completed

Store Stamp

Manager on Duty
PRINT FIRST LAST NAME

Service Technician(s)
Name:

DELAN ALTA MIRANO

Name:

Manager on Duty - Signature

DATE

of Techs:

Time In:

Time Out:

All Affiliate Connect users are **required** to use mobile or web application <https://affiliateconnect.truesource.com> to upload all documents and photos.

If you are unable to submit via Affiliate Connect, all required documents & photos must be submitted to servicepartnerTS@truesource.com

For general affiliate support, please email Affiliates@TrueSource.com