

Morgan Lee

Cedar Grove Contractors

From: Morgan Lee <purchasing@cedargrove.example>
To: Ridgeline Billing <billing@ridgeline.example>
Date: Tuesday, October 13, 2026, 10:06 AM EDT
Subject: Ticket 10615 and batch record - Willow Creek Retail

Hello,

Could you send us the completed delivery ticket and supporting batch record for ticket 10615, the final 4-yard load delivered on October 9 to Willow Creek Retail (JOB-317)?

This delivery is listed on invoice INV-261012-042 for \$1,658.50, under PO-9175 and supplier order O-8674. Our office has the first delivery ticket, 10614, but still needs the final-load documents for the job file.

Taylor Morgan noted that 3 gallons of water were added before unloading the final load. Please include the ticket showing the water addition and receiver acknowledgment, along with the batch record referencing that ticket.

A PDF copy or secure document link would be appreciated. We will file these with the purchase order and invoice for our records.

Thanks for your help,

Morgan Lee

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