



Nationwide Investigations & Security, Inc.

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PURCHASE ORDER PO#

STORE TO BE SERVICED:

VENDOR:

Job Description:

THE ATTACHED TIMESHEET MUST BE FILLED OUT TO REFLECT HOURS WORKED AND SIGNED BY STORE MANAGEMENT FOR PAYMENT. IF THIS FORM IS NOT SUBMITTED WITH THE INVOICE, PAYMENT MAY BE WITHHELD UNTIL IT IS OBTAINED.

Should the officer remain on site until released by store manager?:

Is this INSIDE or OUTSIDE guard coverage?:

Should the officer be ARMED or UNARMED?:

Is an OFF DUTY POLICE OFFICER Required?:

Will the officer require a VEHICLE?:

Will the officer require a MARKED PATROL VEHICLE?:

How many Officer(s) are Required?:

Will the officer need a POLICE STYLE UNIFORM?:

Will the officer need a BLAZER STYLE UNIFORM?:

What is the REASON FOR SECURITY COVERAGE?:

All Security Officers should have a cell phone or radio on their person for the purpose of reporting emergencies and incidents that occur on post to Security Resources or local police if necessary.

ALL SECURITY OFFICERS MUST HAVE THE ABILITY TO COMMUNICATE CLEARLY AND EFFICIENTLY WITH LOCATION MANAGEMENT.

BE ADVISED- YOU WILL NOT RECEIVE PAYMENT IF ANY SERVICE RELATED ISSUES OCCUR ON POST

SECURITY OFFICERS ARE TO OBSERVE AND REPORT ONLY. NO OFFICER IS TO APPREHEND, DETAIN OR PHYSICALLY TOUCH ANY POTENTIAL SHOPLIFTER OR THREAT. OFFICERS MUST STRICTLY ADHERE TO THE EXACT SCHEDULE AND REQUIREMENTS LISTED ON THIS WORK ORDER. SHOULD STORE/LOCATION PERSONNEL REQUEST ANY DEVIATION FROM THIS, SECURITY RESOURCES MUST BE CONTACTED IMMEDIATELY FOR WRITTEN APPROVAL. UNAPPROVED CHANGES MAY RESULT IN NON-PAYMENT.

This work order does not guarantee service will run for the entire duration of the schedule listed. Should it be determined that services are no longer needed for any reason, _____ will notify your company in writing and attempt verbal notification to terminate services with as much notice as possible.

SCHEDULED HOURS				
Day of Week	Date(s)	Time In:	Time Out:	Comments:

Answered By:

Agreed Upon Rate:

Payment Requirements

Invoices can be sent 3 ways:

1. Email:
2. Fax:
3. Mail: Attention:

******Our preferred method of receipt is Fax or Email.******

Invoices must be received within 30 days of the date the service were provided along with proof of service (timesheet). Failure to comply may result in partial or non-payment of invoices.

Please be advised, that Security Resources only recognizes and pays for the following US holidays:

New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas Day.

Any other arrangements must be made in written form and approved by the Operations Department PRIOR to services being preformed. Holidays will be paid at a rate of time and a half.