

**SHIP8, INC.**

ATTN: ACCOUNTS PAYABLE  
 45875 NORTHPORT LOOP EAST  
 FREMONT, CA 94538  
 US  
 AP.SHIP8@SHIP8.COM

PO No.

24030248

PO Date

03/06/2024

Page

1 OF 2

**ORDER FROM**

100041

ODP BUSINESS SOLUTIONS, LLC  
 PO BOX 29248  
 PHOENIX, AR 85038-9248  
 US

**SHIP TO**

WDC(4000),  
 SHIP8, INC.  
 ATTN: CHRISTINE JENKINS  
 221 HANSON WAY  
 WOODLAND, CA 95776  
 US

**Buyer**

Purchasing Dept

**Terms**

Net 30 Days

**FOB**

FOB Origin

**Ship Via**

Best possible

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	6967043	K-Cup Coffee Pods, Medium Roast <i>INV. 3-12</i>	1.00	Each	21.97	
2	4394456	K-Cup Coffee Pods, Light Roast <i>INV. 3-12</i>	1.00	Each	20.99	
3	754871	MARKER,CHISEL,SHARPIE,BLACK - 12 <i>INV. 3-12</i>	1.00	Each	7.70	
4	221720	No. 1 Smooth Paper Clips, Silver <i>INV. 3-12</i>	2.00	Each	2.96	
5	172816	FOLDER,LTR,1/3CUT,MANILA - 150 <i>INV. 3-12</i>	2.00	Each	15.68	
6	487899	Box Cutters <i>INV. 42 3-12</i>	1.00	Each	10.25	

X

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Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
7	636579	Box Cutter Refill Blades <i>INV. 3-12</i>	2.00	Each	8.39	
8	954315	Hazelnut Creamer <i>INV. 3-12</i>	1.00	Each	26.13	
9	470245	Avery 1-31 Tab Binder Dividers <i>INV. 3-12</i>	1.00	Each	3.99	
10	7460471	P-Touch TZe Laminated Tape <i>3-12</i>	1.00	Each	42.49	
11	313619	Swingline Rubber Fingertips <i>INV. 3-12</i>	2.00	Each	4.22	

Total Extended Price =



# Purchase Requisition Form

## SHIP8 INC.

DATE 03/04/2024  
 WHS LOCATION WDC  
 DEPARTMENT \_\_\_\_\_

**SUPPLIER / VENDOR:**

NAME	ODP Business Solutions
ADDRESS	PO BOX 29248 Phoenix, AR 85038
CONTACT	
TEL NO.	1-800-721-6592 <i>24030248</i>

**SHIP TO:**

NAME	SHIP8
ADDRESS	221 Hanson Way Woodland, CA 95776
CONTACT	
TEL NO.	530-669-5991

ITEM	DESCRIPTION	UNIT PRICE	QTY	EXTENDED \$\$	REMARKS/PURPOSE	CODING (ACCT USE ONLY)
6967043	K-Cup Coffee Pods, Medium Roast	\$ 21.97	1	\$ 21.97		
4394456	K-Cup Coffee Pods, Light Roast	\$ 20.99	1	\$ 20.99		
754871	Sharpies Permanent Markers	\$ 7.70	1	\$ 7.70		
221720	No. 1 Smooth Paper Clips, Silver	\$ 2.96	2	\$ 5.92		
172816	Manila File Folders	\$ 15.68	2	\$ 31.36		
487899	Box Cutters	\$ 10.25	1	\$ 10.25		
636579	Box Cutter Refill Blades	\$ 8.39	2	\$ 16.78		
954315	Hazelnut Creamer	\$ 26.13	1	\$ 26.13		
470245	Avery 1-31 Tab Binder Dividers	\$ 3.99	1	\$ 3.99		
7460471	P-Touch TZe Laminated Tape	\$ 42.49	1	\$ 42.49		
313619	Swingline Rubber Fingertips Size 11 1/2	\$ 4.22	2	\$ 8.44		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
<b>ESTIMATED TOTAL</b>				<b>\$ 196.02</b>		

Check box if attaching quote

REQUESTER SIGNATURE: \_\_\_\_\_ Wendy Yang  
 WAREHOUSE DIRECTOR SIGNATURE: \_\_\_\_\_ Alex Gonzalez  
 SHIP8 PRESIDENT SIGNATURE: \_\_\_\_\_  
 E&E CONTROLLER SIGNATURE: \_\_\_\_\_  
 IT AUTHORIZER (SOFTWARE & HARDWARE): \_\_\_\_\_

DATE: \_\_\_\_\_ 03/04/2024  
 DATE: \_\_\_\_\_ 3/4/24  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

ORDER DATE: _____	ORDERED BY: _____
ETA DATE: _____	ORDERED AMOUNT: _____
<b>PAYMENT METHOD: (Please check one)</b>	
<input type="checkbox"/> OPEN ACCOUNT (VENDOR BILL)	<input type="checkbox"/> Provide REQ # to vendor for invoicing, submit approved requisition form to A/P for payment processing
<input type="checkbox"/> COD / PREPAID	<input type="checkbox"/> Submit approved requisition form and vendor invoice to Controller for COD/prepaid check
<input type="checkbox"/> COMPANY CREDIT CARD / CARD HOLDER	<input type="checkbox"/> Submit approved requisition form and receipt to Credit Card Holder
<input type="checkbox"/> EMPLOYEE CREDIT CARD / CHECK	<input type="checkbox"/> Attach approved requisition form and receipt to employee's expense report for reimbursement.

Stop: 006  
Door: 051

WOODLAND, CA 95776-6211  
ODP Business Solutions, LLC  
1-888-2OFFICE  
6700 AUTOMALL PKWY  
FREMONT, CA 94538

WAVE  
03

RTE 0301  
LANE 0018

STOP 6  
DOOR 51  
BO# 961184

WEIGHT  
32.469

P C5  
7285 06:50 PM  
CUST# 70324916

PACKING LIST ENCLOSED

PO # 24030248  
Special Instructions:  
WENDY YANG

Batch: 7285 BO: 961184  
3/7/24 23:51:49

0113EPR3270072850005140005130#2V20113

ODP Business Solutions, LLC  
1-888-2OFFICE  
6700 AUTOMALL PKWY  
FREMONT, CA 94538

D3581738390013010001

24030248

0301

MOV

88750744010301

88750744010301

IN# 358173839001

Location	Qty	UOM	Vendor Item Code	Description	SKU	UPC	Weight	Mar:out	Filled By
02 SC 02-44	2	BOX	54035	PAD,FINGER,SUREGRP,#11.5,AMBER	0313619	0-74711-54035-4	0.112		
03 SC 05-48	1	SET	11129	INDEX,11X8.5,1-31TAB,MULTICLR	0470245	0-57933-11129-7	0.548		
05 SC 05-42	1	PACK	10008	CLIP,PPR,#1,PRM SMTH,OD,500PK	0221720	7-55854-72397-6	0.633		
05 SC 05-42	1	PACK	10008	CLIP,PPR,#1,PRM SMTH,OD,500PK	0221720	7-55854-72397-6	0.633		
08 SC 05-45	1	DOZ	38201	MARKER,CHISEL,SHARPIE,BLACK	0754871	0-75487-1-	0.540		
09 SC 05-47	1	CT	NES35080	COFFEINT HAZELNUT LIQUID,180 CT	0954315	0-95431-5-	5.540		
10 SC 04-32	1	CT	5000203807	KCUP,BRKfst BLEND,POD,70CT	4394456	4-39445-8-	2.490		
10 SC 05-35	1	CT	5000203809	KCUP,HOUSE BLEND,POD,70CT	6967043	6-96704-3-	2.485		
14 SC 03-22	2	BOX	172816	FOLDER,LTR,1/3CUT,150BX,MANILA	0172816	7-55854-86731-0	17.848		
24 AA 15-01	2	PACK	TYSC016-1	BLADES,UTILITY,REPLACEMENT,5PK	0636579	7-35854-72426-0	0.120		

\*\*\*\*\*END OF CARTON\*\*\*\*\*

3-12-24

PACKING SLIP

FROM  
ODP BUSINESS SOLUTIONS, L  
PH. 5104971900  
FREMONT, CA 94536

TO  
SHIP 8 INC  
HENDY YANC  
221 HANSON WAY  
WOODLAND, CA 95776-6211



040  
3/07/24  
PAGE#: 1  
690

ORDER# : 358174123001    ORD DT : 03/07/24    NBR CTNS: 1    PKT CTL # : 30D64208  
CUST PO# : 2403024E    START SHIP : 03/07/24    CARTON # : 3690

STOCK NUMBER    DESCRIPTION    ALT#    QTY UOM    LOCATION CODE

BRT TZE335    IN THIS CARTON  
CARTRIDGE, TAPE, 1/2", WE/BK    7460421    2 EA G137D3D

Handwritten note in a circle: 3-12 CA -24

TOTS01

ZONES: G

-CC: I PS: I

PLACEMENT



\*\*\* PACKING LIST \*\*\*

ODP Business Solutions, LLC  
 1-888-2OFFICE  
 3366 E. WILLOW STREET  
 SIGNAL HILL CA 90755

Order Number: 358174121-1

Order Summary

Shipping Address  
 00007  
 SHIP 8 INC  
 221 HANSON WAY  
 WOODLAND CA 95776-6211

Customer Information  
 Customer#: 70324916  
 Contact: WENDY YANG  
 Phone#: 530-669-5991 0130

Carton Counts  
 Repack / Split Case 1  
 Full Case 0  
 Bulk 0  
 Total 1

Additional Information  
 PO # 24030248  
 Route/Stop/Door: 0740/000/031  
 Order Date: 07-Mar-2024  
 Delivery Date: 08-Mar-2024

Parent Order Number 358173839

Item Details

Line	Quantity			Item Number Mfgr Code Customer Code	Description	Units	Carton ID
	Ordered	Shipped	Back Ordered				
1	1	1	0	487899 9826	CUTTER.BOX,12PK,WHITE	PACK	26425501

Please visit [ODPBusiness.com](http://ODPBusiness.com) for all order information including re-orders, invoice re-prints, parts replacement and quick easy returns.

**PLEASE NOTE: Your orders will arrive in separate shipments. Your orders can be tracked via the ODPBusiness.com website.**  
 358173839-001 2024-03-08  
 358174123-001 2024-03-08

3-12-24  
 CA







