

**SHIP8, INC.**

ATTN: ACCOUNTS PAYABLE  
45875 NORTHPORT LOOP EAST  
FREMONT, CA 94538  
US

AP.SHIP8@SHIP8.COM

**ORDER FROM**

60

OAKLAND PALLET CO., INC.  
2500 GRANT AVE.  
SAN LORENZO, CA 94580  
US

**SHIP TO**

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

PO No.

24070845

PO Date

07/29/2024

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1 OF 1

**Buyer**

Purchasing Dept

**Terms**

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 PLT4840B

48 X 40 GRADE B PALLET

704.00

Each

3.75

*JNW 7-30*

Total Extended Price =



# Purchase Requisition Form

DATE 7/29/24  
 WHS LOCATION WDC  
 DEPARTMENT Receiving

## SHIP8 INC.

**SUPPLIER / VENDOR:**

NAME Oakland Pallet  
 ADDRESS 109 Pioneer Ave  
Woodland, CA 95776  
 CONTACT Adrian Padilla  
 TEL NO. 510-278-1291

**SHIP TO:**

NAME SHIP8 INC  
 ADDRESS 221 Hanson Way  
Woodland, CA 95776  
 CONTACT Alex Gonzalez  
 TEL NO. 916-897-7622

ITEM	DESCRIPTION	UNIT PRICE	QTY	EXTENDED \$\$	REMARKS/PURPOSE	CODING (ACCT USE ONLY)
Pallet	#2 Grade B Pallet	\$ 3.75	704	\$ 2,640.00	1 truckload	
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
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		\$ -		\$ -		
		\$ -		\$ -		
<b>ESTIMATED TOTAL</b>				<b>\$ 2,640.00</b>		

Check box if attaching quote

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

DATE: \_\_\_\_\_  
 DATE: 7/29/24  
 DATE: 7/29/24  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

ORDER DATE: \_\_\_\_\_ ORDERED BY: \_\_\_\_\_  
 ETA DATE: \_\_\_\_\_ ORDERED AMOUNT: \_\_\_\_\_

**PAYMENT METHOD: (Please check one)**

OPEN ACCOUNT (VENDOR BILL)

COD / PREPAID

COMPANY CREDIT CARD / CARD HOLDER

EMPLOYEE CREDIT CARD / CHECK

- Provide REQ # to vendor for invoicing, submit approved requisition form to A/P for payment process
- Submit approved requisition form and vendor invoice to Controller for COD/prepaid check
- Submit approved requisition form and receipt to Credit Card Holder
- Attach approved requisition form and receipt to employee's expense report for reimbursement.

**NOTES / INSTRUCTIONS (Not part of printed form)**

Please select and thoroughly review the below linked  
Warehouse Purchases and Approval Policy - Mar 2023

This form is required for all SHIP8 INC. purchase requests

Fill out form in its entirety

Confirm pricing with the vendor

Obtain all appropriate approvals

Download/Save completed form as a pdf (include quote if applicable)

Email PDF to AP.SHIP8@SHIP8.com

Upload a copy of the signed PDF to the Purchase Reg Forms  
folder on the Google Drive to relevant location

Once product is received, upload POD to the shared drive

so that payment to the vendor can be processed

S:\POD Public File

# Delivery Ticket

Order #: 204780



OPC, Inc. - Pioneer  
109 Pioneer Avenue  
Woodland, CA 95776

Phone: (510) 278-1291  
Fax: (510) 278-2267

Ship To:  
Ship8 - Woodland  
Attn: Christine Jenkins  
221 Hanson Way  
Woodland, CA 95776

PO/Reference #: 24070845  
Ship Date: July 30, 2024

Trailer #: SET DBL  
Driver: Agner O. Larios (Mod. -  
Class A)

Item	Description	Ordered	Back Ordered	Shipped
PU4840M42BS00	#2B 48X40 4W PALLET	704	0	704 PN

Total: 704

**Notes**

Received By:       *Rios*       Date: 7/30/24 Time:       

The risk and responsibility of all use of pallets shall be solely upon the user or other responsible parties. Under no circumstances should any person stand, step, lean upon pallet, or otherwise use them for support.

**THANK YOU FOR YOUR BUSINESS!**

# Invoice

## OPC, Inc. - Pioneer



2500 Grant Avenue  
 San Lorenzo, CA 94580 USA  
 (510) 278-1291  
 (510) 278-2267 fax

Date	Due Date	Invoice #
7/31/2024	8/30/2024	204780

<b>Bill To:</b>
SHIP8, INC. AP.SHIP8@SHIP8.COM 45875 Northport Loop East Fremont, CA 94538 USA (510) 490-9788 (510) 490-2804 fax

<b>Ship To</b>
Ship8 - Woodland Attn: Christine Jenkins 221 Hanson Way Woodland, CA 95776 USA

Customer PO#	Terms	Salesperson	Ship Date	Method	F.O.B.
24070845	Net 30	House	7/30/2024	Delivery	Delivery

Quantity	Product #	Description	Units	Price	Amount
704.0000	PU4840M42BS00	#2B 48X40 4W PALLET	ea	\$3.7500	\$2,640.00

Thank you for your business.	Subtotal	\$2,640.00
	Sales Tax	\$0.00
	<b>Total</b>	<b>\$2,640.00</b>

### Notes

The risk and responsibility of all use of pallets shall be solely upon the user or other responsible parties. Under no circumstances should any person stand, step, lean upon pallet, or otherwise use them for support. A finance charge of 1.5% per month (annual percentage rate of 18%) will be charged on accounts over 30 days past due. Customer shall be liable for reasonable attorney's fees and costs of suit in relation to enforcement of collection.