

PURCHASE ORDER

SHIP8, INC.

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

PO No.	PO Date	Page
24101115	10/01/2024	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: ALEX GONZALEZ
 221 HANSON WAY
 WOODLAND, CA 95776
 US

Buyer	Terms	FOB	Ship Via
Purchasing Dept	Net 30 Days	FOB Origin	Best possible

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	754871	Sharpie King Size Permanent Marker, Chisel Tip, Black	2.00	Each	7.70	15.40
2	5105428	Correction Tape -12 pk	1.00	Each	14.79	14.79
3	487899	box cutters -12 pk	1.00	Each	10.25	10.25
4	858277	poster board 22x28 (pack of 10)	1.00	Each	6.07	6.07
5	452913	Greener invisible tape	3.00	Each	16.19	48.57
6	6967043	K-cup coffee Pods, Medium Roast	2.00	Each	21.97	43.94

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Purchasing Dept		Net 30 Days		FOB Origin		Best possible	
Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price	
7	290670	Refill Blades -pk 100	2.00	Each	14.19	28.38	

Total Extended Price = 167.40



Purchase Requisition Form

SHIP8 INC.

DATE 10/1/24
 WHS LOCATION WDC
 DEPARTMENT Administrative

SUPPLIER / VENDOR:

NAME ODP Business Solutions
 ADDRESS PO Box 29248
 Phoenix, AR 85038
 CONTACT
 TEL NO. 1-800-721-6592

SHIP TO:

NAME Alex Gonzalez
 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)
754871	Sharpie King Size Permanent Marker, Chisel Tip, Black	\$ 7.70	2	\$ 15.40		
5105428	Correction Tape -12 pk	\$ 14.79	1	\$ 14.79		
487899	box cutters -12 pk	\$ 10.25	1	\$ 10.25		
858277	poster board 22x28	6.07	1	\$ 6.07	pack of 10	
452913	Greener invisible tape	\$ 16.19	3	\$ 48.57	rework - RW20240906376	
6967043	K-cup coffee Pods, Medium Roast	\$ 21.97	2	\$ 43.94		
290670	Refill Blades -pk 100	\$ 14.19	2	\$ 28.38		
			1	\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
ESTIMATED TOTAL				\$ 167.40		

Check box if attaching quote

REQUESTER SIGNATURE: _____
 WAREHOUSE DIRECTOR SIGNATURE: Alex Gonzalez
 SHIP8 PRESIDENT SIGNATURE: _____
 E&E CONTROLLER SIGNATURE: _____
 IT AUTHORIZER (SOFTWARE & HARDWARE): _____

DATE: _____
 DATE: 10/1/24
 DATE: _____
 DATE: _____
 DATE: _____

FOR OFFICE USE ONLY

ORDER DATE: _____	ORDERED BY: _____
ETA DATE: _____	ORDERED AMOUNT: _____
PAYMENT METHOD: (Please check one)	
<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 process
<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.

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 Req 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