

**SHIP8, INC.**

ATTN: ACCOUNTS PAYABLE  
15875 NORTHPORT LOOP EAST  
FREMONT, CA 94538  
JS  
AP.SHIP8@SHIP8.COM

PO No. 24101120  
PO Date 10/02/2024  
Page 1 OF 1

**ORDER FROM**

100641  
RICARDO OCHOA SILVERIO DBA NORTHWEST PALLETS  
3264 RAMONA AVE  
SACRAMENTO, CA 95826  
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 Unit Price UOM Extended Price**

1 PLT4840A 48 X 40 GRADE A PALLET 572.00 6.25 Each

*200 p-3*

**Total Extended Price =**



# Purchase Requisition Form

## SHIP8 INC.

DATE 10/1/24  
 WHS LOCATION WDC  
 DEPARTMENT Wholesale

**SUPPLIER / VENDOR:**

NAME Northwest Pallets  
 ADDRESS 3264 Ramona Ave  
Sacramento, CA  
 CONTACT  
 TEL NO. 9167362787

**SHIP TO:**

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

ITEM	DESCRIPTION	UNIT PRICE	QTY	EXTENDED \$\$	REMARKS/PURPOSE	CODING (ACCT USE ONLY)
Pallets	48x40 Grade A pallets	\$6.25	572	\$ 3,575.00		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
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		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
<b>ESTIMATED TOTAL</b>				<b>\$ 3,575.00</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: 10/1/24  
 DATE: 10/02/2024  
 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 proces
<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

Northwest Pallets  
3264 Ramona Ave  
Sacramento, CA 95826  
916736-2787



# Delivery Ticket

Date	Delivery #
10/2/2024	003975

Name / Address
SHIP 8 INC. 45875 Northport Loop East Fremont, Ca 94538 US

Ship To
SHIP8, INC. 221 Hanson Way Woodland, Ca 95776 US

P.O. No.	Terms
24101120	Net 30

Description	Qty
48X40 GRADE A PALLET SHIP8 Sales Tax	546

SIGNATURE: Thomas Burn

DATE: 10/3/24

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ESTD.  2002

# Invoice

**Northwest Pallets**  
 3264 Ramona Ave  
 Sacramento, CA 95826  
 916736-2787  
 AP@nwestpallets.com

**NORTHWEST**  
**PALLETS LLC**  
**SACRAMENTO, CA**  
**(916) 736-2787**

Date	Invoice #
10/3/2024	15680

<b>Bill To</b>
SHIP 8 INC. 45875 Northport Loop East Fremont, Ca 94538 US

<b>Ship To</b>
SHIP8, INC. 221 Hanson Way Woodland, Ca 95776 US

P.O. No.	Terms	Due Date
24101120	Net 30	11/2/2024

Description	Qty	Rate	Ref #	Amount
48X40 GRADE A PALLET SHIP8	546	5.75	003975	3,139.50
Sales Tax		7.25%		0.00

*Payment Terms: Thank you for your business. Payment is due within payment terms. Please be aware that we will charge 1% interest on late invoices. 1% discount if paid within 10 days of invoice date.*

[www.northwestpallets.com](http://www.northwestpallets.com)

<b>Total</b>	\$3,139.50
<b>Balance Due</b>	\$3,139.50