

SHIP8, INC.

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

AP.SHIP8@SHIP8.COM

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

PO No.

24091025

PO Date

09/10/2024

Page

1 OF 1

Buyer

Terms

Net 30 Days

FOB

FOB Origin

Ship Via

Best possible

Purchasing Dept

| Line No. | Vendor Item No. | Vendor Item Description | Qty Ordered | UOM | Unit Price | Extended Price |
|----------|-----------------|----------------------------------|-------------|------|------------|----------------|
| 1 | 612111 | LABEL,ADDR,OD,LSR,WHITE - 3000CT | 3.00 | Each | 30.49 | |

9-12 INV.

Total Extended Price =



Purchase Requisition Form

SHIP8 INC.

DATE: 9/10/24
 WHS LOCATION: WDC
 DEPARTMENT: Maintenance

SUPPLIER / VENDOR:

NAME: Office Depot
 ADDRESS:
 CONTACT:
 TEL NO.:

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) |
|------------------------|----------------|------------|-----|-----------------|-----------------|------------------------|
| 612111 | Address Labels | \$ 30.49 | 3 | \$ 91.47 | Address Labels | |
| | | \$0 | | \$ - | Rework | |
| | | \$0 | | \$ - | RW20240909378 | |
| | | \$ - | | \$ - | RW20240906376 | |
| | | \$ - | | \$ - | | |
| | | \$ - | | \$ - | | |
| | | \$ - | | \$ - | | |
| | | \$ - | | \$ - | | |
| | | \$ - | | \$ - | | |
| | | \$ - | | \$ - | | |
| | | \$ - | | \$ - | | |
| | | \$ - | | \$ - | | |
| | | \$ - | | \$ - | | |
| | | \$ - | | \$ - | | |
| ESTIMATED TOTAL | | | | \$ 91.47 | | |

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: 9/10/24
 DATE: _____
 DATE: _____
 DATE: _____

FOR OFFICE USE ONLY

ORDER DATE: _____ ORDERED BY: _____
 ETA DATE: _____ ORDERED AMOUNT: _____

PAYMENT METHOD: (Please check one)

OPEN ACCOUNT (VENDOR BILL) Provide REQ # to vendor for invoicing, submit approved requisition form to A/P for payment process

COD / PREPAID Submit approved requisition form and vendor invoice to Controller for COD/prepaid check

COMPANY CREDIT CARD / CARD HOLDER Submit approved requisition form and receipt to Credit Card Holder

EMPLOYEE CREDIT CARD / CHECK 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



Shipment Summary

Shipment 1 Order Number: 386440747-001 Estimated Arrival By: 09/13/2024 View Order Details

Order Information

Account #: 70324916 PO Number: 24091025
Your Order Number is: 386440747 Contact: CHRISTINE
Company Name: SHIP 8 INC Contact: JENKINS
Contact Phone: (912)373-7778 Ext.3751

Shipping Information

WOODLAND HANSON WAY
SHIP 8 INC
221 HANSON WAY
WOODLAND, CA
95776-6211
USA
(Taxable)

Payment Information

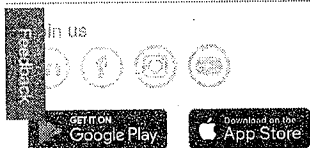
Account Billing

Order Summary

Shipment 1 Order Date: 09/10/2024
Delivery Date: 09/13/2024 08:30 AM - 05:00 PM Order Number: 386440747-001

Table with columns: Description, Your Price/unit, Qty, Available, B/O, Total, Comments. Row 1: Office Depot® Brand Inkjet/Laser Address Labels, Rectangle, 1" x 2 5/8", White, Pack Of 3,000. Entered Item # 612011. 3 Day Delivery. Best Value.

Subtotal: \$71.52
Delivery Fee: FREE
Taxes: \$5.72
Total: \$77.24



Customer Service

Company Information

Resources

Shopping



*** PACKING LIST ***

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

Order Number: 386440747-1

Order Summary

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

Customer Information:
 Customer#: 70324916
 Contact: CHRISTINE JENKINS
 Phone#: 912-373-7778 3751

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

Additional Information:
 PO # 24091025
 Route/Stop/Door: 0740/000/031
 Order Date: 10-Sep-2024
 Delivery Date: 11-Sep-2024

Item Details

| Line | Quantity | | | Item Number Mfgr Code Customer Code | Description | Units | Carton ID | | |
|------|----------|---------|--------------|---|--------------------------------|-------|-----------|--|--|
| | Ordered | Shipped | Back Ordered | | | | | | |
| 1 | 3 | 3 | 0 | 612011 | LABEL,ADDR,OD,LSR,3000CT,WHITE | PACK | 28163201 | | |

Please visit ODPBusiness.com for all order information including re-orders, invoice re-prints, parts replacement and quick easy returns.

PN
 9/12/24

REPRINT OF ORIGINAL INVOICE

THANKS FOR YOUR ORDER
IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US



FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT INQUIRIES : (800) 721-6592

| INVOICE NUMBER | AMOUNT DUE | PAGE NUMBER |
|----------------|------------|-------------|
| 386440747001 | 77.24 | 1 OF 1 |
| INVOICE DATE | TERMS | PAYMENT DUE |
| 11-SEP-24 | Net 30 | 13-OCT-24 |

Federal ID # 86-2161688

Bill To: ATTN: ACCTS PAYABLE
SHIP 8 INC
45875 NORTHPORT LOOP E
FREMONT CA 94538-6414
llllllllllllllllllllllllllllllll

Ship To: SHIP 8 INC
221 HANSON WAY
WOODLAND CA 95776-6211

| ACCOUNT NUMBER | ACCOUNT MANAGER | SHIP TO ID | ORDER NUMBER | ORDER DATE | SHIPPED DATE | | |
|-----------------------------|------------------------------------|---------------------|-----------------|------------|--------------|-----------------|----------------|
| 70324916 | Depot, Office | WOODLAND HANSON WAY | 386440747001 | 10-SEP-24 | 11-SEP-24 | | |
| BILLING ID | PURCHASE ORDER | RELEASE | ORDERED BY | DESKTOP | COST CENTER | | |
| 18840395 | 24091025 | | CHRISTINE JENKI | | | | |
| CATALOG ITEM # / MANUF CODE | DESCRIPTION / CUSTOMER ITEM # | U/M TAX | QTY ORD | QTY SHIP | QTY B/O | UNIT PRICE | EXTENDED PRICE |
| 612011 612011 | LABEL,ADDR,OD,LSR,3000CT 612011 | PK Y | 3 | 3 | 0 | 23.840 | 71.52 |
| | | | | | | SUB-TOTAL | 71.52 |
| | | | | | | TIERED DISCOUNT | 0.00 |
| | | | | | | DELIVERY | 0.00 |
| | | | | | | MISCELLANEOUS | 0.00 |
| | | | | | | SALES TAX | 5.72 |
| | | | | | | TOTAL | 77.24 |

ALL AMOUNTS ARE BASED ON USD CURRENCY
To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

▲ DETACH HERE ▲

| CUSTOMER NAME | BILLING ID | INVOICE NUMBER | INVOICE DATE | INVOICE AMOUNT | AMOUNT ENCLOSED |
|---------------|------------|----------------|--------------|----------------|-----------------|
| SHIP 8 INC | 18840395 | 386440747001 | 11-SEP-24 | 77.24 | |

FLO 188403950 3864407470018 00000007724 1 7

PLEASE SEND YOUR CHECK TO:
ODP Business Solutions, LLC
PO BOX 29248
PHOENIX AZ 85038-9248

PLEASE RETURN THIS STUB WITH YOUR PAYMENT TO ENSURE PROMPT CREDIT TO YOUR ACCOUNT.
PLEASE DO NOT STAPLE OR FOLD. THANK YOU