

OA EXPRESS INC

ORDER FROM

100041

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

SHIP TO

OAE - WOD(7400),
 OA EXPRESS INC
 ATTN: CHRISTINE JENKINS
 2222 EAST BEAMER STREET
 WOODLAND, CA 95776
 US

Buyer

Purchasing Dept

Terms

Net 30 Days

FOB

FOB Origin

Ship Via

Best possible

Extended Price

Unit Price

UOM

Qty Ordered

Vendor Item Description

Vendor Item No.

Line No.

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	1392508	PAPER PLATES 150/PK	2.00 <i>1-29 JMV</i>	Each	11.99	<i>1-13</i>
2	508506	Plastic cutlery set	2.00 <i>1-29 JMV</i>	Each	6.79	<i>1-13</i>
3	7299105	KEYBOARD/MOUSE COMBO	1.00 <i>1-29 JMV</i>	Each	67.39	<i>1-17</i>

Total Extended Price =



- LVM
- DOTCOM
- WOD
- SAV
- OTHERS

REQ #: _____
Example: JJ020106-1

Requester: OA Express

Dept: OA Express

Date: January 9, 2025

Purchase Requisition Form

SUPPLIER / VENDOR	SHIP TO
Name: <u>Office Depot</u> Address: _____ Contact: _____ Tel No: _____ Fax No: _____	<u>OA Express Inc.</u> ATTN: <u>Frank Staudenraus & Susie Cassidy</u>

Item	Description	Unit Price	QTY	Extended \$\$\$	Remarks/Purpose	Coding
Item #1392508	AJM Premium Gold Label® Coated Paper Plates, 9" Diameter, White, Pack Of 100	\$9.59	2	\$ 19.18		
Item #508506	Highmark® Medium-Length Plastic Cutlery, Forks, Pack Of 100 Forks	\$9.29	2	\$ 18.58		
Item #7299105	Logitech Wave Keys for Business, Wireless Ergonomic Keyboard with Cushioned Palm	\$59.99	1	\$ 59.99		
Estimated Total				\$ 97.75		

*** DO NOT place an order without proper approval.**

Requester's Signature: _____	Date: _____
Direct Manager's Approval: _____	Date: _____
Dept Manager's Approval: _____	Date: _____
Add'l Authorizer (over 2K): _____	Date: _____
Add'l Authorizer (over 1K): _____	Date: _____
IT Authorizer (Computer soft & hardware): _____	Date: _____

Order Date: _____	Ordered by: _____
ETA Date: _____	Ordered Amount: _____
Payment Method: (Please check one)	
<input type="checkbox"/> Open Account (Vendor bill)	→ Provide REQ# to vendor for invoicing, submit approved requisition form to A/P for payment processing.
<input type="checkbox"/> COD/Prepaid	→ Submit approved requisition form and vendor invoice to Controller for COD/prepaid check.
<input type="checkbox"/> Company Credit Card / Card Holder:	→ Submit approved requisition form and receipt to Credit Card Holder.
<input type="checkbox"/> Employee Credit Card/Check	→ Attach approved requisition form and receipt to employee's expense report for reimbursement.

RE: supply order

From Frank Staudenraus <frank.staudenraus@oaexpress.com>

Date Fri 1/10/2025 11:11 AM

To susie cassidy <susie.cassidy@oaexpress.com>; Christine Jenkins <christine.jenkins@ship8.com>

Hello

approved

Frank A. Staudenraus
Director Of Transportation



P/ 530-669-5991 ext 129

C/ 530-848-8520 F/925-449-6781

E/ frank.staudenraus@oaexpress.com

W/ www.ee1994.com

From: Susie Cassidy [mailto:susie.cassidy@oaexpress.com]

Sent: Friday, January 10, 2025 8:00 AM

To: Christine Jenkins

Cc: Frank Staudenraus

Subject: RE: supply order

Good Morning,

Frank,

See attached supply order. Please approve.

Christine,

I update the form with an alternate keyboard. Please let me know if that one is found.

Thank you,

Susie Cassidy
Logistics Supervisor
2222 East Beamer St
Woodland Ca 95776
Office: 530-669-5991 ext. 133
Fax: 530-669-5934



Please Note: Due to the Terminal and Vessel Delays at the Port Of Oakland, we will not be held liable for missing cutoffs, Demurrage, Per Diem, Chassis rental fees, or Storage costs. As these fees are outside of our control. We will make every effort to pull or deliver your container during its free time.

From: Susie Cassidy [mailto:susie.cassidy@oaexpress.com]
Sent: Friday, January 10, 2025 7:42 AM
To: 'Christine Jenkins'
Cc: Frank Staudenraus
Subject: RE: supply order

Okay, let me look for another one.

Frank,

Please approve

Thank you,

Susie Cassidy
Logistics Supervisor
2222 East Beamer St
Woodland Ca 95776
Office: 530-669-5991 ext. 133
Fax: 530-669-5934



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From: Christine Jenkins [mailto:christine.jenkins@ship8.com]
Sent: Friday, January 10, 2025 7:41 AM

To: susie cassidy
Cc: Frank Staudenraus
Subject: Re: supply order

Good morning Susie

The last Item #4758857 is not pulling up on ODP.

Can Frank confirm he has approved this order please?



SHIP8 INC.

Christine Jenkins
Purchasing Coordinator
550 Northport Parkway
Port Wentworth, GA 31407

O:912-373-7778 X 3751

From: Susie Cassidy <susie.cassidy@oaexpress.com>
Sent: Friday, January 10, 2025 9:43 AM
To: Christine Jenkins <christine.jenkins@ship8.com>
Cc: Frank Staudenraus <frank.staudenraus@oaexpress.com>
Subject: supply order

Good Morning Christine,

Please see attached supply order. Please place order for us.

Thank you,

Susie Cassidy
Logistics Supervisor
2222 East Beamer St
Woodland Ca 95776
Office: 530-669-5991 ext. 133
Fax: 530-669-5934





Shipment Summary 3 Shipments

Shipment 1	Order Number: 402884956-001	Estimated Arrival By: 01/13/2025	View Order Details
Shipment 2	Order Number: 402996320-001	Estimated Arrival By: 01/13/2025	View Order Details
Shipment 3	Order Number: 402996341-001	Estimated Arrival By: 01/17/2025	View Order Details

Order Information

Account #: 70324916	PO Number: 25010031
Your Order Number Is: 402884956	Contact: CHRISTINE
Company Name: SHIP 8 INC	Contact: JENKINS
	Contact Phone: (912)373-7778Ext.3751

Shipping Information


BEAMER SHIP 8 INC 2222 E BEAMER ST WOODLAND, CA 95776-6226 USA (Taxable)

Payment Information

Account Billing


Order Summary

Shipment 1 Order Date: 01/10/2025
Delivery Date: 01/13/2025 08:30 AM - 05:00 PM Order Number: 402884956-001

Description	Your Price/unit	Qty	Available	B/O	Total	Comments
 AJM Premium Gold Label® Coated Paper Plates, 9" Diameter, White, Pack Of 100 Entered Item # 1392508	\$11.99 / pack	2	2	0	\$23.98	

Subtotal: \$23.98
Delivery Fee: FREE
Taxes: \$1.74
Total: \$25.72


Shipment 2 Order Date: 01/10/2025
Delivery Date: 01/13/2025 08:30 AM - 05:00 PM Order Number: 402996320-001

Description	Your Price/unit	Qty	Available	B/O	Total	Comments
 Highmark® Medium-Length Plastic Cutlery, Forks, Pack Of 100 Forks Entered Item # 508506	\$6.79 / pack	2	2	0	\$13.58	

Best Value

Subtotal: \$13.58
Delivery Fee: FREE
Taxes: \$0.98
Total: \$14.56

Shipment 3 Order Date: 01/10/2025
Delivery Date: 01/17/2025 08:30 AM - 05:00 PM Order Number: 402996341-001

Description	Your Price/unit	Qty	Available	B/O	Total	Comments
 Logitech Wave Keys for Business, Wireless Ergonomic Keyboard with Cushioned Palm Rest, Logi Bolt Technology, Graphite - Wireless Connectivity - Bluetooth - 32.81 ft - USB Type A Interface - Windows, Mac OS, ChromeOS - Computer - PC, Mac Entered Item # 7299105	\$67.39 / each	1	1	0	\$67.39	

Best Value
Eco-conscious
Recycled content

Subtotal: \$67.39
Delivery Fee: FREE
Taxes: \$4.89
Total: \$72.28

RE: supply order

From Susie Cassidy <susie.cassidy@oaexpress.com>
Date Wed 1/29/2025 10:33 AM
To Christine Jenkins <christine.jenkins@ship8.com>
Cc Frank Staudenraus <frank.staudenraus@oaexpress.com>

Good Morning Christine,

Yes we did. Thank you!

Thank you,

Susie Cassidy
Logistics Supervisor
2222 East Beamer St
Woodland Ca 95776
Office: 530-669-5991 ext. 133
Fax: 530-669-5934



1-29-25
CA

Please Note: Due to the Terminal and Vessel Delays at the Port Of Oakland, we will not be held liable for missing cutoffs, Demurrage, Per Diem, Chassis rental fees, or Storage costs. As these fees are outside of our control. We will make every effort to pull or deliver your container during its free time.

From: Christine Jenkins [mailto:christine.jenkins@ship8.com]
Sent: Wednesday, January 29, 2025 7:32 AM
To: susie cassidy
Cc: Frank Staudenraus
Subject: Re: supply order

Good morning Susie

Have you received all the items for PO 25010031?

**REPRINT OF
ORIGINAL INVOICE**

10000
**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
402996320001	14.56	1 OF 1
INVOICE DATE	TERMS	PAYMENT DUE
13-JAN-25	Net 30	16-FEB-25

Federal ID # 86-2161688

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

Ship To: SHIP 8 INC
2222 E BEAMER ST
WOODLAND CA 95776-6226

ACCOUNT NUMBER	ACCOUNT MANAGER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
70324916	Depot, Office	BEAMER	402996320001	10-JAN-25	13-JAN-25		
BILLING ID	PURCHASE ORDER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
18840395	25010031		CHRISTINE JENKI				
CATALOG ITEM # / MANUF CODE	DESCRIPTION / CUSTOMER ITEM #	U/M TAX	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	EXTENDED PRICE
508506 3585490685	FORK,PLASTIC,100CT,WHITE 508506	PK Y	2	2	0	6.790	13.58
						SUB-TOTAL	13.58
						TIERED DISCOUNT	0.00
						DELIVERY	0.00
						MISCELLANEOUS	0.00
						SALES TAX	0.98
						TOTAL	14.56

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	402996320001	13-JAN-25	14.56	

FLO 188403950 4029963200014 00000001456 1 2

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

