

SHIP8, INC.

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

AP-SHIP8@SHIP8.COM

ORDER FORM

100041

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

Buyer

Purchasing Dept

Terms

Net 30 Days

FOB

FOB Origin


Ship Via

Best possible

SHIP TO

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

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	754871	Sharpie King Size Permanent Marker, Blk	1.00	Each	8.39	8.39
2	965232	Correction Tape, White	1.00	Each	11.95	11.95
3	6967043	K-Cup Coffee Pods, Medium	3.00	Each	23.90	23.90
4	991152	AAA Alkaline Batteries	1.00	Each	16.95	16.95
5	991152	Kleenex	1.00	Each	14.30	14.30
6	999662	Scotch Thermal Laminating Pouches	1.00	Each	30.26	30.26

3-6

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SHIP8, INC.

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

AP.SHIP8@SHIP8.COM

PO No
25030248

PO Date
03/03/2025

Page
2 OF 2

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PHOENIX, AR 85038-9248
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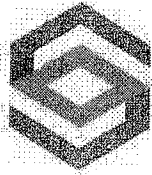
Best possible

Line No. Vendor Item No. Vendor Item Description Qty Ordered UOM Unit Price Extended Price

7 277294 Brother M-231 Black on White Tape 1.00 Each 11.69

3-4 *JMS*

Total Extended Price =



Purchase Requi

SHIP8 INC.

SUPPLIER / VENDOR

DATE
WHS LOCATION
DEPARTMENT

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

NAME	
ADDRESS	
CONTACT TEL NO.	

ITEM	DESCRIPTION	UNIT PRICE	QTY	EXTENDED \$\$
754871	Sharpie King Size Permanent Marker, Blk	\$8.39	1	\$ 8.39
965232	Correction Tape, White	\$11.95	1	\$ 11.95
6967043	K-Cup Coffee Pods, Medium	\$23.90	3	\$ 71.70
991152	AAA Alkaline Batteries	\$16.95	1	\$ 16.95
618405	Kleenex	\$14.30	1	\$ 14.30
999662	Scotch Thermal Laminating Pouches	\$30.26	1	\$ 30.26
277294	Brother M-231 Black on White Tape	\$11.69	1	\$ 11.69
		\$0.00		\$ -
		\$0.00		\$ -
ESTIMATED TOTAL				\$ 165.24

Check box if attaching quote

REQUESTER SIGNATURE: Wendy Yang DATE: _____

WAREHOUSE DIRECTOR SIGNATURE: Alex Gonzalez DATE: _____

SHIP8 PRESIDENT SIGNATURE: _____ DATE: _____

E&E CONTROLLER SIGNATURE: _____ DATE: _____

IT AUTHORIZER (SOFTWARE & HARDWARE): _____ 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, subr
<input type="checkbox"/> COD / PREPAID	<input type="checkbox"/> Submit approved requisition form and vend
<input type="checkbox"/> COMPANY CREDIT CARD / CARD HOLDER	<input type="checkbox"/> Submit approved requisition form and recei
<input type="checkbox"/> EMPLOYEE CREDIT CARD / CHECK	<input type="checkbox"/> Attach approved requisition form and recei

Requisition Form

3/3/25

WDC

SHIP TO:

Ship8 INC

221 Hanson Way
Woodland, CA 95776

530-669-5991

REMARKS/PURPOSE	CODING (ACCT USE ONLY)

3/3/2025

3/3/25

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

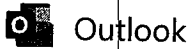
Upload a copy of the signed PDF to the [Purchase Req Forms](#) folder on the Google Drive to relevant location

Once product is received, upload POD to the shared drive

so that payment to the vendor can be processed

S:\POD Public File

Submit approved requisition form to A/P for payment processing
or Invoice to Controller for COD/prepaid check
or to Credit Card Holder
or to employee's expense report for reimbursement.



ODP Business Solution

From Wendy Yang <wendy.yang@ship8.com>

Date Thu 3/6/2025 4:17 PM

To Christine Jenkins <christine.jenkins@ship8.com>

Cc Alex Gonzalez <alex.gonzalez@ship8.com>

 1 attachment (743 KB)

ODP Business Solution POD PO 25030248.pdf;

Hello,

Office supplies for PO 25030248 have been delivered. Please see attached file for POD.

Thank you,



SHIP8 INC.

Wendy Yang

Compliance Administrator

2222 East Beamer Street

Woodland, CA 95776

O: 530.669.5991 x 130

