

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

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	618405	DO NOT USE--- TISSUE,KLEENEX,BOUTIQUE,6PK - 1	2.00 ✓	Each		28.60
						<i>4-23</i>
2	695679	CUTLERY,PLAS,CLEAR - 150	2.00 ✓	Each		11.12
						<i>4-22</i>
3	9894988	rgodyne GloWear 8205HL-ECO Polyester Hi-Vis Vest, Large/XL, 100% Recycled, Orange	4.00 ✓	Each		7.09
						<i>4-30</i>
4	7966265	Ergodyne GloWear 8205HL-ECO Polyester Hi-Vis Vest, SM, 100% Recycled, Lime	4.00 ✓	Each		7.09
						<i>4-30</i>

Total Extended Price =

*Scan to Verify*

# OA LOGISTICS

25040408

- LVM
- DOTCOM
- WOD
- SAV
- OTHERS

REQ #: \_\_\_\_\_  
Example: JJ020106-1

Requester: OA Express

Dept: OA Express

Date: April 18, 2025

## Purchase Requisition Form

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

Item	Description	Unit Price	QTY	Extended \$\$\$	Remarks/Purpose
Item # 618405	Kleenex® Professional Facial Tissue Cube for Business, One Bundle of 6 Boxes	\$17.56	2	\$ 35.12	
Item # 695679	Highmark® Heavy-Duty Plastic Cutlery, Premium, Clear, Pack Of 150 Utensils	\$12.49	2	\$ 24.98	
Item # 6794988	Ergodyne GloWear 8205HL-ECO Polyester Hi-Vis Vest, Large/XL, 100% Recycled, Orange	\$4.86	4	\$ 19.44	
Item # 7966265	Ergodyne GloWear 8205HL-ECO Polyester Hi-Vis Vest, S/M, 100% Recycled, Lime	\$4.86	4	\$ 19.44	
<b>Estimated Total</b>				<b>\$ 98.98</b>	

**\* 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: _____
<b>Payment Method: (Please check one)</b>	
<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 Susie Cassidy <susie.cassidy@oaexpress.com>  
Date Mon 4/21/2025 8:22 AM  
To Christine Jenkins <christine.jenkins@ship8.com>  
Cc Frank Staudenraus <frank.staudenraus@oaexpress.com>

Good Morning Christine,

Yes please.

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:** Christine Jenkins [mailto:[christine.jenkins@ship8.com](mailto:christine.jenkins@ship8.com)]  
**Sent:** Monday, April 21, 2025 5:04 AM  
**To:** susie cassidy  
**Cc:** Frank Staudenraus  
**Subject:** Re: supply order

*Good morning Susie*

*Just wanted to inform you that the vests are now \$7.09 each.*

*Would you like to proceed with the order?*

Director Of Transportation



P/ 530-669-5991 ext 129

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

E/ [frank.staudenraus@oaexpress.com](mailto:frank.staudenraus@oaexpress.com)

W/ [www.ee1994.com](http://www.ee1994.com)

---

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

**Sent:** Friday, April 18, 2025 10:03 AM

**To:** Frank Staudenraus

**Subject:** supply order

Hi 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



---

**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.



## Shopping Cart

[Continue Shopping](#)


**Kleenex® Professional Facial Tissue, Upright Facial Tissue Cube Boxes for Business, One Bundle of 6 Boxes**  
 Item # 618405  
 Entered Item # 618405

**Delivery**  
 In-store pickup not available.  
 Estimated delivery 3-5 business days

**QTY**  
 2

**\$28.60**  
 \$14.30 pack



**Highmark® Heavy-Duty Plastic Cutlery, Premium, Clear, Pack Of 150 Utensils**  
 Item # 695679  
 Entered Item # 695679

**Delivery**  
 Estimated arrival Apr 22

**QTY**  
 2

**\$22.24**  
 \$11.12 pack



Subscribe

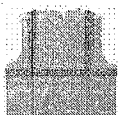


**Ergodyne GloWear 8205HL-ECO Polyester Hi-Vis Vest, Large/XL, 100% Recycled, Orange**  
 Item # 6794988  
 Entered Item # 6794988

**Delivery**  
 In-store pickup not available.  
 Estimated delivery 3-7 business days

**QTY**  
 4

**\$28.36**  
 \$7.09 each



**Ergodyne GloWear 8205HL-ECO Polyester Hi-Vis Vest, S/M, 100% Recycled, Lime**  
 Item # 7966265  
 Entered Item # 7966265

**Delivery**  
 In-store pickup not available.  
 Estimated delivery 3-7 business days

**QTY**  
 4

**\$28.36**  
 \$7.09 each

## Order Summary


Subtotal	\$107.56
Estimated Tax	\$7.53
Estimated Delivery	FREE
<b>Total ( 4 Items)</b>	<b>\$115.09</b>

---

**FW: supply order**

---

From Susie Cassidy <susie.cassidy@oaexpress.com>  
Date Fri 4/18/2025 2:33 PM  
To Christine Jenkins <christine.jenkins@ship8.com>  
Cc Frank Staudenraus <frank.staudenraus@oaexpress.com>

 1 attachment (106 KB)  
OA EXPRESS SUPPLY ORDER 4.18.xls;

Hi Christine,

Please see below for approval and attached supply order.

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:** Frank Staudenraus [mailto:[frank.staudenraus@oaexpress.com](mailto:frank.staudenraus@oaexpress.com)]  
**Sent:** Friday, April 18, 2025 10:28 AM  
**To:** Susie Cassidy  
**Subject:** RE: supply order

Hello,

Approved

**Frank A. Staudenraus**

Order #: 421409575-001

Status: In Process

Your estimated delivery date is Wednesday, April 30, 2025

\$28.36

Ergodyne GloWear 8205HL-ECO Polyester  
Hi-Vis Vest, Large/XL, 100% Recycled,  
Orange



Item #6794988

Unit Price: \$7.09/each

Qty Ordered: 4 ✓

\$28.36

Ergodyne GloWear 8205HL-ECO Polyester  
Hi-Vis Vest, S/M, 100% Recycled, Lime



Item #7966265

Unit Price: \$7.09/each

Qty Ordered: 4 ✓

430-215

Subtotal: \$56.72

Delivery Fee: \$0.00

Tax: \$4.12

Order Total \$60.84

Order Overview



Order #421409342

Date Ordered: Apr 21, 2025

UPS: 1Z7X48680317477756  
Fulfillment: 421409342001

**Delivered**  
Apr 23, 2025

[View Tracking](#)

TISSUE,KLEENEX,BOUTIQUE,6PK

Quantity: 2 ✓  
SKU #618405

UPS: 1Z5E76190300139601  
Fulfillment: 421409574001

**Delivered**  
Apr 22, 2025

[View Tracking](#)

CUTLERY,PLAS,150CT,CLEAR

Quantity: 2 ✓  
SKU #695679



\*\*\* PACKING LIST \*\*\*

ODP Business Solutions, LLC  
1-888-2OFFICE  
6700 AUTOMALL PKWY  
FREMONT, CA 94538  
Order Number: 421409574001

Order Summary

Shipping Address  
SHIP 8 INC  
2222 E-BEAMER ST  
WOODLAND CA 95776-6226

Billing Address  
SHIP 8 INC  
45875 NORTHPORT LOOPE  
FREMONT CA 94538-6414

Customer Information  
Customer#: 70324916  
Contact: CHRISTINE JENKINS  
Phone#: 9123737778

Comments

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

Additional Information  
PO # 25040408  
Route/Door: 775/50  
Order Date: 21 - Apr - 2025  
Delivery Date: 22 - Apr - 2025

Parent Order Number: 421409342001

Line	Ordered	Shipped	Back Ordered	Item Number	Mgfr Code	Customer Code	Description	Units	Carton ID
1	2	2	0	695679	3585490691		CUTLERY, PLAS, 150CT, CLEAR	PACK	00113576

Please visit [ODPBusiness.com](http://ODPBusiness.com) for all order information including re-orders, invoice re-print, parts replacement and quick easy returns

the ODP Business Solutions website. PLEASE NOTE: Your orders will arrive in separate shipments.

421409342001 2025-04-22  
421409575001 2025-04-22

PN  
4/22/25





ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER

Contact Number For:
Account Inquiries: (888) 263-3423
Order Inquiries: (800) 721-6592

Table with 3 columns: INVOICE NUMBER, AMOUNT DUE, PAGE NUMBER. Row 1: 421409342001, \$30.67, 1 of 1. Row 2: INVOICE DATE, TERMS, PAYMENT DUE. Row 3: 04/22/2025, Net 30, 05/25/2025

Federal ID # 86-2161688

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

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

Main invoice table with columns: ACCOUNT NUMBER, ACCOUNT MANAGER, SHIP TO ID, ORDER NUMBER, ORDER DATE, SHIPPED DATE, BILLING ID, PURCHASE ORDER, RELEASE, ORDERED BY, DESKTOP, COST CENTER, CATALOG ITEM #, DESCRIPTION, U/M, QTY, QTY SHIP, QTY B/O, UNIT PRICE, EXTENDED PRICE.

Summary table with columns: SUB-TOTAL, DISCOUNT, DELIVERY, MISCELLANEOUS, SALES TAX, TOTAL. Values: 28.60, 0.00, 0.00, 0.00, 2.07, \$30.67.

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

Table with columns: CUSTOMER NAME, BILLING ID, INVOICE NUMBER, INVOICE DATE, INVOICE AMOUNT, AMOUNT ENCLOSED.

FL0 188403950 4214093420019 00000003067 1 3

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



ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER

Contact Number For:
Account Inquiries: (888) 263-3423
Order Inquiries: (800) 721-6592

Table with 3 columns: INVOICE NUMBER, AMOUNT DUE, PAGE NUMBER. Row 1: 421409574001, \$23.85, 1 of 1. Row 2: INVOICE DATE, TERMS, PAYMENT DUE. Row 3: 04/22/2025, Net 30, 05/25/2025

Federal ID # 86-2161688

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

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

Main invoice table with columns: ACCOUNT NUMBER, ACCOUNT MANAGER, SHIP TO ID, ORDER NUMBER, ORDER DATE, SHIPPED DATE, BILLING ID, PURCHASE ORDER, RELEASE, ORDERED BY, DESKTOP, COST CENTER, CATALOG ITEM # / MANUF CODE, DESCRIPTION / CUSTOMER ITEM #, U/M TAX, QTY ORD, QTY SHIP, QTY B/O, UNIT PRICE, EXTENDED PRICE.

Summary table with columns: Description, Amount. Rows: SUB-TOTAL (22.24), DISCOUNT (0.00), DELIVERY (0.00), MISCELLANEOUS (0.00), SALES TAX (1.61), TOTAL (\$23.85).

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

Table with columns: CUSTOMER NAME, BILLING ID, INVOICE NUMBER, INVOICE DATE, INVOICE AMOUNT, AMOUNT ENCLOSED. Row 1: SHIP 8 INC, 18840395, 421409574001, 04/22/2025, \$23.85.

FLO 188403950 4214095740018 00000002385 1 0

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

