

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

PO No.

25060629

PO Date

06/30/2025

SHIP TO

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

Buyer

Terms

FOB

Ship Via

Purchasing Dept

Net 30 Days

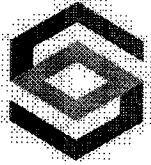
FOB Origin

Best possible

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	6967043	K-Cup Coffee Pods, Medium	3.00	Each	7.90	23.90
2	202812	MARKER,CHISEL,SHARPIE,BLACK - King	2.00	Each	6.99	13.99
3	452913	Scotch Magic Green Tape Refill	1.00	Each	18.90	18.90
4	487899	CUTTER,BOX,12PK,WHITE - 12	2.00	Each	5.56	11.12

Invt. (handwritten) with an arrow pointing to line 2.

Total Extended Price =



Purchase Requisition Fo

SHIP8 INC.

DATE 6/30/25
 WHS LOCATION WDC
 DEPARTMENT Administrative

SUPPLIER / VENDOR:

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

SHIP TO:

NAME	Ship8 INC
ADDRESS	221 Hanson Way Woodland, CA 95776
CONTACT	
TEL NO.	530-669-5991

ITEM	DESCRIPTION	UNIT PRICE	QTY	EXTENDED \$\$	REMARKS/PURPOSE
6967043	K-Cup Coffee Pods, Medium	\$23.90	3	\$ 71.70	
202812	Sharpie King Size	\$13.99	2	\$ 27.98	
452913	Scotch Magic Green Tape Refil, invisib	\$18.99	1	\$ 18.99	
487899	Box Cutters (12 pack)	\$11.12	2	\$ 22.24	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
		\$0.00		\$ -	
ESTIMATED TOTAL				\$ 140.91	

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: 6/30/25
 DATE: _____
 DATE: _____
 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)	Provide REQ # to vendor for invoicing, submit approved requisition form to AP/CP
<input type="checkbox"/> COD / PREPAID	Submit approved requisition form and vendor invoice to Controller for COD/prepa
<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 re

rm

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

**CODING
(ACCT USE
ONLY)**

or payment processing

id check

reimbursement



*** PACKING LIST ***

ODP Business Solutions, LLC
1-888-2OFFICE
6700 AUTOMALL PKWY
FREMONT, CA 94538
Order Number: 429326389001

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

Order Summary

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

Customer Information
Customer#: 70324916
Contact: ALEX GONZALEZ
Phone#: 53066695991

Comments:

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

Additional Information
PO #: 25060629
Route/Door: 301/51
Order Date: 30-Jun-2025
Delivery Date: 01-Jul-2025

Line	Ordered	Shipped	Back Ordered	Item Number Mfr Code Customer Code	Description	Units	Carton ID
1	2	2	0	202812 15001A	MARKER, FELT, PERM, KING SIZE, DZ	DOZ	00643823
2	3	3	0	6967043 5000346377	KCUP, HOUSE BLEND POD, 70CT	CT	00643823
3	1	1	0	452913 812-10P	TAPE, ECO MAGIC, 3/4X900, 10PK	PACK	00643823
4	2	2	0	487899 9826	CUTTER, BOX, 12PK, WHITE	PACK	00643823

PO
7/1/25

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



