

**OA EXPRESS INC**

PO No.

25080861

PO Date

08/13/2025

**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

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	OFC018 - CALENDARS 7343484	OFC018 - CALENDARS	1.00	Each	1.06	1.06
2	OFC999 - MISC.4076685	OFC999 - MISC. Microwave	1.00	Each	110.49	110.49
3	755263	HIGHLIGHTER,12PK,ASSORTED - 12	1.00	Each	6.98	6.98
4	810838	Folders File Ltr-Size Blue -100	1.00	Each	15.69	15.69
5	432255	STAPLES,PREMIUM - 5000	1.00	Each	2.99	2.99
6	9747614	L/XL Vest	2.00	Each	16.98	16.98

*JMV.*

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**Total Extended Price =**

# OA LOGISTICS

- LVM
- DOTCOM
- WOD
- SAV
- OTHERS

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

Requester: OA Express  
Dept: OA Express  
Date: August 11, 2025

## Purchase Requisition Form

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

Item	Description	Unit Price	QTY	Extended \$\$\$	Remarks/Purpose	Coing
Item #7343484	2025-2026 Office Depot® Brand Monthly Academic Desk Calendar, 17-3/4" x 10-7/8", 30% Recycled, July 2025 To June 2026	\$8.99	1	\$ 8.99		
Item #4076685	Commercial Chef 1.1 Cu. Ft. 1000W Countertop Microwave Oven, Black	\$114.49	1	\$ 114.49		
Item #755263	Sharpie® Accent® Tank-Style Highlighters, Chisel Tip, Assorted Colors, Pack Of 12	\$8.99	1	\$ 8.99		
Item #810838	Office Depot® Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100 Folders	\$14.78	1	\$ 14.78		
Item #432255	Office Depot® Brand Standard Staples, 1/4", 5,000 Staples Per Pack, Box Of 5 Packs	\$12.19	1	\$ 12.19		
Item #9747614	Ergodyne GloWear 8205HL-ECO Polyester Hi-Vis Vest, L/XL, 100% Recycled, Lime	\$4.86	2	\$ 9.72		
<b>Estimated Total</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.

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**FW: Supply order**

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From Susie Cassidy <[susie.cassidy@oaexpress.com](mailto:susie.cassidy@oaexpress.com)>  
Date Wed 8/13/2025 9:55 AM  
To Christine Jenkins <[christine.jenkins@ship8.com](mailto:christine.jenkins@ship8.com)>  
Cc Frank Staudenraus <[frank.staudenraus@oaexpress.com](mailto:frank.staudenraus@oaexpress.com)>

 1 attachment (109 KB)  
OA EXPRESS SUPPLY ORDER 08.11.25.xls;

Good Morning Christine,

Please see 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>]  
**Sent:** Wednesday, August 13, 2025 6:21 AM  
**To:** Susie Cassidy  
**Subject:** Re: Supply order

I am now

Approved

On Wed, Aug 13, 2025, 6:01 AM Susie Cassidy <[susie.cassidy@oaexpress.com](mailto:susie.cassidy@oaexpress.com)> wrote:

Are you seeing these? Please approve.



## Shopping Cart

[Continue Shopping](#)


2025-2026 Office Depot® Brand Monthly  
Academic Desk Calendar, 17-3/4" x 10-7/8", 30%  
Recycled, July 2025 To June 2026  
Item # 7343484  
Entered Item # 7343484

## Delivery

Estimated delivery 1-3  
business days

## QTY

1

**\$1.06**  
\$1.06 each



Commercial Chef 1.1 Cu. Ft. 1000W Countertop  
Microwave Oven, Black  
Item # 4076685  
Entered Item # 4076685

## Delivery

In-store pickup not  
available.  
Estimated delivery 4-7  
business days

## QTY

1

**\$110.49**  
\$110.49 each



Sharpie® Accent® Tank-Style Highlighters, Chisel  
Tip, Assorted Colors, Pack Of 12  
Item # 755263  
Entered Item # 755263

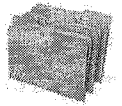
## Delivery

Estimated delivery 1-3  
business days

## QTY

1

**\$6.98**  
\$6.98 pack



Office Depot® Brand File Folders, 1/3 Cut, Letter  
Size, 30% Recycled, Manila, Pack Of 100 Folders  
Item # 810838  
Entered Item # 810838

## Delivery

Estimated delivery 1-3  
business days

## QTY

1

**\$15.69**  
\$15.69 box



Subscribe



Office Depot® Brand Standard Staples, 1/4", 5,000  
Staples Per Pack, Box Of 5 Packs  
Item # 432255  
Entered Item # 432255

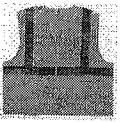
## Delivery

Estimated delivery 1-3  
business days

## QTY

1

**\$2.99**  
\$2.99 pack



Ergodyne GloWear 8205HL-ECO Polyester Hi-Vis Vest, L/XL, 100% Recycled, Lime  
Item # 9747614  
Entered Item # 9747614

**Delivery**

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

**QTY**

2

**\$16.98**  
\$8.49 each

**Order Summary**

Subtotal	\$154.19
Estimated Tax	\$10.79
Estimated Delivery	<b>FREE</b>
<b>Total ( 6 Items)</b>	<b>\$164.98</b>

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**RE: Supply order**

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**From** Susie Cassidy <susie.cassidy@oaexpress.com>

**Date** Tue 8/26/2025 7:59 AM

**To** Christine Jenkins <christine.jenkins@ship8.com>; Frank Staudenraus <frank.staudenraus@oaexpress.com>

 1 attachment (677 KB)

WOD-Laser08\_044178.pdf;

Good Morning Christine,

Yes received in full.

I didn't receive a packing list for the microwave, but here's the rest.

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](mailto:christine.jenkins@ship8.com)]

**Sent:** Tuesday, August 26, 2025 4:56 AM

**To:** susie cassidy; Frank Staudenraus

**Subject:** Re: Supply order

*Good morning, Susie*

*Have you received PO 25080861 in full?*





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

Order Number 433679635001

**Order Summary**

*Shipping Address*

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

*Customer Information*

Customer #: 70324916  
Contact: Susie Cassidy  
Phone#: (561) 438-0039

*Carton Counts*

Repack/Split Case  
Full Case  
Bulk  

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Total 1

*Additional Information*

PO #: 25080861  
REL:  
COST: 8.30  
DESK:

*Route/Stop/Door*

Order Date: 08/15/2025  
Delivery Date:

**Item Details**

Line	Quantity			Item Number Mgr Code Customer Code	Description	Units	Carton ID
	Ordered	Shipped	Back Ordered				
1	2	2	0	21985	8205HL-ECO L/XL Lime Class 2 Safety Vest Recycled	EA	1



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; INVOICE DATE, TERMS, PAYMENT DUE

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 TAX, QTY ORD, QTY SHIP, QTY B/O, UNIT PRICE, EXTENDED PRICE

Summary table with columns: SUB-TOTAL, DISCOUNT, DELIVERY, MISCELLANEOUS, SALES TAX, TOTAL, AMOUNT ENCLOSED

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.

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

FLO 188403950 4336796240012 00000011850 1 1

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



