

**OA EXPRESS INC**

PO No.

12/08/2025

25121401

**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	1392508	AJM Premium Gold Label® Coated Paper Plates, 9" Diameter, White, Pack Of 100	2.00	Each	9.59	19.18
					12-11	JAN.
2	618405	Kleenex® Professional Facial Tissue	2.00	Each	12.59	25.18
					12-11	JAN.
3	508338	Highmark® ECO Napkins, 11-1/2" x 12-1/2", 70% Recycled, White, Pack Of 400	2.00	Each	7.99	15.98
					12-11	JAN.
4	321262	Highmark® Heavy-Duty Plastic Cutlery	2.00	Each	20.29	40.58
					12-11	JAN.
5	172510	Sheets/Pad, Clean Removal	1.00	Each	16.99	16.99
					12-11	JAN.

Total Extended Price =

# OA LOGISTICS

- LVM
- DOTCOM
- WOD
- SAV
- OTHERS

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

Requester: OA Express

Dept: OA Express

Date: December 8, 2025

## Purchase Requisition Form

SUPPLIER / VENDOR	
Name	Office Depot
Address	
Contact	
Tel No	
Fax No	

SHIP TO
OA Express Inc.
ATTN: Frank Staudenraus & Susie Cassidy

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 #618405	Kleenex® Professional Facial Tissue Cube for Business, One Bundle of 6 Boxes	\$12.59	2	\$ 25.18		
Item #508338	Highmark® ECO Napkins, 11-1/2" x 12-1/2", 70% Recycled, White, Pack Of 400	\$7.99	2	\$ 15.98		
Item #321262	Highmark® Heavy-Duty Plastic Cutlery, Clear, Pack Of 192 Utensils	\$20.29	2	\$ 40.58		
Item #172510	Sheets/Pad, Clean Removal, School Supplies and Office Products, Sticky Notes for Vertical Surfaces	\$16.99	1	\$ 16.99		
<b>Estimated Total</b>				<b>\$ 117.91</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.

**FW: supply order**

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**From** Susie Cassidy <susie.cassidy@oaexpress.com>  
**Date** Mon 12/8/2025 1:18 PM  
**To** Christine Jenkins <christine.jenkins@ship8.com>  
**Cc** Frank Staudenraus <frank.staudenraus@oaexpress.com>

 1 attachment (109 KB)  
OA EXPRESS SUPPLY ORDER 12.8.xls;

Hi 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.**

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**From:** Frank Staudenraus [mailto:[frank.staudenraus@oaexpress.com](mailto:frank.staudenraus@oaexpress.com)]  
**Sent:** Monday, December 8, 2025 10:05 AM  
**To:** Susie Cassidy  
**Subject:** FW: supply order

Hello

Approved

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**From:** Susie Cassidy <[susie.cassidy@oaexpress.com](mailto:susie.cassidy@oaexpress.com)>  
**Sent:** Monday, December 8, 2025 8:16 AM  
**To:** Frank Staudenraus <[frank.staudenraus@oaexpress.com](mailto:frank.staudenraus@oaexpress.com)>  
**Subject:** supply order

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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Shopping Cart

Continue Shopping



	<p><b>AJM Premium Gold Label® Coated Paper Plates, 9" Diameter, White, Pack Of 100</b> Item # 1392508 Entered Item # 1392508</p>	<p><b>Delivery</b> In-store pickup not available. Estimated delivery 1-3 business days</p>	<p><b>QTY</b> 2</p>	<p><b>\$22.78</b> \$11.39 pack</p>		
	<p><b>Kleenex® Professional Facial Tissue, Upright Facial Tissue Cube Boxes for Business, One Bundle of 6 Boxes</b> Item # 618405 Entered Item # 618405</p>	<p><b>Delivery</b></p>	<p><b>QTY</b> 2</p>	<p><b>\$29.86</b> \$14.93 pack</p>		
	<p><b>Highmark® ECO Napkins, 12" x 12", 100% Recycled, White, Pack Of 500</b> Item # 508338 Entered Item # 508338</p>	<p><b>Delivery</b> In-store pickup not available. Estimated delivery 1-3 business days</p>	<p><b>QTY</b> 2</p>	<p><b>\$10.18</b> \$5.09 pack</p>		
<p><input type="checkbox"/> <b>Subscribe</b></p>						
	<p><b>Post-it® Notes, 3 in x 3 in, 12 Pads, 100 Sheets/Pad, Clean Removal, School Supplies and Office Products, Sticky Notes for Vertic...</b> Item # 172510 Entered Item # 172510</p>	<p><b>Delivery</b> Estimated delivery 1-3 business days</p>	<p><b>QTY</b> 1</p>	<p><b>\$10.49</b> \$10.49 pack</p>		
<p> 2 item(s) will ship when available</p>						
	<p><b>Highmark® Heavy-Duty Plastic Cutlery, Clear, Pack Of 192 Utensils</b> Item # 321262 Entered Item # 321262</p>	<p><b>Delivery</b></p>	<p><b>QTY</b> 2</p>	<p><b>B/O</b> 2</p>	<p><b>Avail.</b> 0</p>	<p><b>\$25.18</b> \$12.59 each</p>

Subscribe

### Order Summary

Available	\$73.31
Backorder	\$25.18
Subtotal	\$98.49
Estimated Tax	\$6.89
Estimated Delivery	<b>FREE</b>
<b>Total ( 5 Items)</b>	<b>\$105.38</b>

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**RE: Shipment Confirmation #448947927-001**

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

Date Thu 12/11/2025 9:23 AM

To Alex Gonzalez <alex.gonzalez@ship8.com>; Christine Jenkins <christine.jenkins@ship8.com>

Cc Pat Neigg <pat.neigg@ship8.com>

Good Morning,

I received everything but:

Item #321262	Highmark® Heavy-Duty Plastic Cutlery, Clear, Pack Of 192 Utensils	\$20.29	2	\$	40.58
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Christine,

I only received 1 packing list with the first shipment. I'll send that to you shortly.

The 2<sup>nd</sup> box was on my desk, opened and no packing list in there. Paper plates.

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:** Susie Cassidy [mailto:[susie.cassidy@oaexpress.com](mailto:susie.cassidy@oaexpress.com)]

**Sent:** Tuesday, December 9, 2025 5:53 AM

**To:** 'Alex Gonzalez'; 'Christine Jenkins'

**Subject:** RE: Shipment Confirmation #448947927-001

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**Re: Shipment Confirmation #448947927-001**

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From Pat Neigg <pat.neigg@ship8.com>  
Date Thu 12/11/2025 4:14 PM  
To susie cassidy <susie.cassidy@oaexpress.com>; Christine Jenkins <christine.jenkins@ship8.com>; Alex Gonzalez <alex.gonzalez@ship8.com>

Delivered.



Patrick Neigg  
Ecom/Rec Operations Manager  
2222 E Beamer St  
221 Hanson way Truck entrance  
Woodland, Ca 95776

O:530-669-5991 x 138 C:530-554-0255

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**From:** Susie Cassidy <susie.cassidy@oaexpress.com>  
**Sent:** Thursday, December 11, 2025 8:32 AM  
**To:** Christine Jenkins <christine.jenkins@ship8.com>; Pat Neigg <pat.neigg@ship8.com>; Alex Gonzalez <alex.gonzalez@ship8.com>  
**Subject:** RE: Shipment Confirmation #448947927-001

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



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**From:** Christine Jenkins [mailto:[christine.jenkins@ship8.com](mailto:christine.jenkins@ship8.com)]  
**Sent:** Thursday, December 11, 2025 8:32 AM  
**To:** susie cassidy; Pat Neigg; Alex Gonzalez  
**Subject:** Re: Shipment Confirmation #448947927-001

*Team*

*I am showing that the cutlery set is out for delivery*

*Rec 12-11-25  
CA.*



# ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER


Contact Number For:

Account Inquiries: (888) 263-3423

Order Inquiries: (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
448918189001	\$24.43	1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
12/09/2025	Net 30	01/11/2026

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

ACCOUNT NUMBER	ACCOUNT MANAGER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
70324916		BEAMER	448918189001	12/08/2025	12/09/2025		
BILLING ID	PURCHASE ORDER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
18840395	25121401		CHRISTINE JENKINS				
CATALOG ITEM # / MANUF CODE	DESCRIPTION / CUSTOMER ITEM #	U/M TAX	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	EXTENDED PRICE
1392508 AJMCP9GOEWH	PPR PLATE,9IN,WHT,100/PK 1392508	PK	2	2	0	11.390	22.78

SUB-TOTAL	22.78
DISCOUNT	0.00
DELIVERY	0.00
MISCELLANEOUS	0.00
SALES TAX	1.65
TOTAL	\$24.43

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	448918189001	12/09/2025	\$24.43	

FL0 188403950 4489181890014 00000002443 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



