

**SHIP8, INC.**

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

AP.SHIP8@SHIP8.COM

ORDER FROM

100617

AMAZON INC.

SEATTLE, WA 98109

SHIP TO

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

Buyer

Purchasing Dept

Terms

Net 30 Days

FOB

FOB Origin

Ship Via

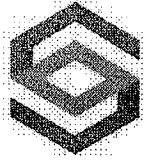
Best possible

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

1 OFC003 - TONER OFC003 - TONER TN830XL 1.00 Each 70.99

2 OFC999 - MISC. OFC999 - MISC. Black pens 1.00 Each 6.74

Total Extended Price =



# Purchase Requisition Form

## SHIP8 INC.

SUPPLIER / VENDOR:

|         |        |
|---------|--------|
| NAME    | Amazon |
| ADDRESS |        |
| CONTACT |        |
| TEL NO. |        |

DATE 3/6/26  
 WHS LOCATION WDC  
 DEPARTMENT Administrative

SHIP TO:

|         |                                      |
|---------|--------------------------------------|
| NAME    | SHIP8 INC                            |
| ADDRESS | 221 Hanson Way<br>Woodland, CA 95776 |
| CONTACT | Alex Gonzalez                        |
| TEL NO. | 916-897-7622                         |

| ITEM                   | DESCRIPTION                   | UNIT PRICE | QTY | EXTENDED \$\$   | REMARKS/PURPOSE | CODING (ACCT USE ONLY) |
|------------------------|-------------------------------|------------|-----|-----------------|-----------------|------------------------|
|                        | Printer Ink Cartridge TN830XL | \$ 70.99   | 1   | \$ 70.99        |                 |                        |
|                        | black pens                    | \$ 6.74    | 1   | \$ 6.74         |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
|                        |                               | \$ -       |     | \$ -            |                 |                        |
| <b>ESTIMATED TOTAL</b> |                               |            |     | <b>\$ 77.73</b> |                 |                        |

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: 3/6/26  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

|  |  |
|--|--|
| ORDER DATE: _____  | ORDERED BY: _____  |
| ETA DATE: _____  | ORDERED AMOUNT: _____  |
| <b>PAYMENT METHOD: (Please check one)</b>                  |  |
| <input type="checkbox"/> OPEN ACCOUNT (VENDOR BILL)        | <input type="checkbox"/> Provide REQ # to vendor for invoicing; submit approved requisition form to A/P for payment process. |
| <input type="checkbox"/> COD / PREPAID                     | <input type="checkbox"/> Submit approved requisition form and vendor invoice to Controller for COD/prepaid check             |
| <input type="checkbox"/> COMPANY CREDIT CARD / CARD HOLDER | <input type="checkbox"/> Submit approved requisition form and receipt to Credit Card Holder                                  |
| <input type="checkbox"/> EMPLOYEE CREDIT CARD / CHECK      | <input type="checkbox"/> Attach approved requisition form and receipt to employee's expense report for reimbursement.        |

**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



For customer support visit Amazon.com/contact-us

Order date: March 9, 2026  
Purchase Order #: 26030303  
Order #: 112-0819066-2355424  
Date shipped: March 9, 2026

Ship to:  
Alex Gonzalez  
221 HANSON WAY  
WOODLAND, CA 95776-6211  
United States

26030304 in EBC

Shipment details

| Item description   | Qty | Item price | Item subtotal |
|--|-----|------------|---------------|
| TN830 TN830XL 830XL Toner for Brother Printer DCP-L2640DW HL-L2460DW Replacement for Brother TN-830 XL/V/R TN 830 XL TN-830XL Cartridge MFC-L2820DW HL-L2405W HL-L2400D Printer High Yield 4 Pack Black (SKU: ANU-FBA#B0830X*4K_4WCC.IOBXG^CT-V5-NEW)<br>Condition: New<br>Sold by: Perfectoner Co., Limited<br>Gift message: "" | 1   | \$105.99   | \$105.99      |
| BIC Round Stic Xtra Life Ballpoint Pen, Ultra Long Lasting and Consistent Ink Flow, 60-Count in Black Ink (SKU: B0012YVGOW)<br>Condition: New<br>Sold by: Amazon.com Services, Inc.<br>Gift message: ""  | 1   | \$6.74     | \$6.74        |

|                     |                 |
|---------------------|-----------------|
| Item subtotal       | \$112.73        |
| Shipping & handling | \$2.99          |
| Promos & discounts  | -\$2.99         |
| Sales tax           | \$9.02          |
| <b>Total</b>        | <b>\$121.75</b> |

Return or replace your item

Visit Amazon.com/returns


Have feedback on how we packaged your order? Tell us at Amazon.com/packaging

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Re: Amazon PO

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From Alex Gonzalez <alex.gonzalez@ship8.com>  
Date Wed 3/18/2026 2:04 PM  
To Christine Jenkins <christine.jenkins@ship8.com>

 1 attachment (23 KB)  
Amazon Packing list.pdf;

Hi Christine - this was ordered however looks like the incorrect PO was inputted.



**SHIP8 INC.**

Alex Gonzalez  
Director of Operations  
2222 East Beamer Street  
Woodland, CA 95776

O: 530-669-5991 C:916-897-7622

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**From:** Christine Jenkins <christine.jenkins@ship8.com>  
**Sent:** Wednesday, March 18, 2026 10:15 AM  
**To:** Alex Gonzalez <alex.gonzalez@ship8.com>  
**Subject:** Re: Amazon PO

*Hi Alex*

*PO 26030304 is another order that I cannot find on Amazon*



**SHIP8 INC.**

Christine Jenkins  
Purchasing Coordinator  
550 Northport Parkway  
Port Wentworth, GA 31407

O:912-373-7778 X 3825  
<https://ship8.com/>

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**From:** Christine Jenkins <christine.jenkins@ship8.com>  
**Sent:** Monday, March 9, 2026 7:46 AM  
**To:** Alex Gonzalez <alex.gonzalez@ship8.com>  
**Subject:** Re: Amazon PO

*PO 26030304 is attached*



**SHIP8 INC.**

Christine Jenkins  
Purchasing Coordinator  
550 Northport Parkway  
Port Wentworth, GA 31407

O:912-373-7778 X 3825  
<https://ship8.com/>

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**From:** Alex Gonzalez <alex.gonzalez@ship8.com>  
**Sent:** Monday, March 9, 2026 7:40 AM  
**To:** Christine Jenkins <christine.jenkins@ship8.com>  
**Subject:** Re: Amazon PO

Good morning Christine - please provide PO for the attached req. The previous req, I failed to add the pens.

Thanks,

Alex Gonzalez

**Invoice summary**

Payment due by April 09, 2026

|                          |                  |
|--------------------------|------------------|
| Item subtotal before tax | \$ 112.73        |
| Shipping & handling      | \$ 2.99          |
| Promos & discounts       | (\$ 2.99)        |
| <b>Total before tax</b>  | <b>\$ 112.73</b> |
| <b>Tax</b>               | <b>\$ 9.02</b>   |

**Amount due \$ 121.75 USD**

**Pay by**

**Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc  
 Bank name Wells Fargo Bank  
 ACH routing # (ABA) 121000248  
 Bank account # (DDA) 41630120002270518  
 SWIFT code (wire transfer) WFBIUS6S

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

Account # A35AFFUVNI95SG

Payment terms Net 30

Purchase date 09-Mar-2026

Purchased by Alex Gonzalez

PO # 26030303

26030304 in EEC

Registered business name

Ship8 Inc

Bill to

Ship8 Inc  
 45875 NORTHPORT LOOP E  
 FREMONT, CA 94538

Ship to

Alex Gonzalez  
 221 HANSON WAY  
 WOODLAND, CA 95776-6211

Include Amazon invoice number(s) in the descriptive field of your payment or send remittance details to [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com). (This mailbox only accepts payment details. For help, contact customer support.)

**Invoice details**

| Description   | Qty | Unit price | Item subtotal before tax | Tax    |
|---|-----|------------|--------------------------|--------|
| 1 TN830 TN830XL 830XL Toner for Brother Printer DCP-L2640DW HL-L2460DW Replacement for Brother TN-830 XL/V/R TN 830 XL TN-830XL Cartridge MFC-L2820DW HL-L2405W HL-L2400D Printer High Yield 4 Pack Black<br>ASIN: Sold by: Perfectoner Co., Limited<br>B0DZNGXTK3<br>Order # 112-0819066-2355424 | 1   | \$105.99   | \$105.99                 | 8.000% |
| 2 BIC Round Stic Xtra Life Ballpoint Pen, Ultra Long Lasting and Consistent Ink Flow, 60-Count in Black Ink<br>ASIN: Sold by: Amazon.com Services, Inc<br>B0012YVGOW<br>Order # 112-0819066-2355424   | 1   | \$6.74     | \$6.74                   | 8.000% |

| Description              | Qty | Unit price | Item subtotal before tax | Tax             |
|--------------------------|-----|------------|--------------------------|-----------------|
| 3 Promotions & discounts |     |            | (\$2.99)                 | 8.000%          |
| 4 Shipping & handling    |     |            | \$2.99                   | 8.000%          |
|                          |     |            | Total before tax         | \$112.73        |
|                          |     |            | Tax                      | \$9.02          |
|                          |     |            | <b>Amount due</b>        | <b>\$121.75</b> |

**FAQs**

**How is tax calculated?**

Visit <https://www.amazon.com/gp/help/customer/display.html?nodeId=G202036190>

**How are digital products and services taxed?**

Visit <https://www.amazon.com/gp/help/customer/display.html?nodeId=T18jkShu13no6ZK3jZ>

**When will I get a refund for undelivered items?**

You can expect to get your refund within 7 calendar days after we receive confirmation that your package was undeliverable (exclusions apply).