

OA EXPRESS INC

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	580327	Pens 12/pk	1.00	Each		35.09
2	6566795	Calendars	2.00	Each		11.99
3	508338	NAPKINS 500/COUNT	1.00	Each		5.34
4	71033768	Febreeze freshners	1.00	Each		7.89

Handwritten: 260.72

Total Extended Price =

OA LOGISTICS

- LVM
- DOTCOM
- WOD
- SAV
- OTHERS

REQ #: _____
Example: JJ020106-1

Requester: OA Express
Dept: OA Express
Date: July 1, 2026

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 & Susie Cassidy</u></p>

Item	Description	Unit Price	QTY	Extended \$\$\$	Remarks/Purpose	Coding
Item #580327	uni-ball® Vision™ Elite™ Liquid Ink Rollerball Pens, Bold Point, 0.8 mm, White Barrel, Blue/Black Ink, Pack Of 12	\$31.99	1	\$ 31.99		
Item #6566795	2026-2027 Office Depot® Brand Monthly Academic Desk Calendar, 22" x 17", 30% Recycled, July 2026 To June 2027	\$10.09	2	\$ 20.18		
Item #508338	Highmark® ECO Napkins, 12" x 12", 100% Recycled, White, Pack Of 500	\$7.29	1	\$ 7.29		
Item #7103768	Febreze Plug-In Air Freshener, Starter Kit, Linen & Sky	\$7.85	1	\$ 7.85		
Estimated Total						

* 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: _____
Payment Method: (Please check one)	
<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.



Outlook

FW: supply order

From Susie Cassidy <susie.cassidy@oaexpress.com>
Date Wed 7/1/2026 8:57 AM
To Christine Jenkins <christine.jenkins@ship8.com>

 1 attachment (108 KB)

OA EXPRESS SUPPLY ORDER 06.30.26.xls;

Good Morning Christine,

See attached supply order.

Franks approval is below.

Thank you,

Susie Cassidy
Logistics Supervisor
2222 East Beamer St
Woodland Ca 95776
Office: 530-669-5991 ext. 133
Fax: 530-669-5934
We are now a bonded carrier



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: Tuesday, June 30, 2026 1:42 PM
To: Susie Cassidy
Subject: RE: supply order

Hello

Approved.

Frank A. Staudenraus

Director Of Transportation



P/ 530-669-5991 ext 129

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

E/ frank.staudenraus@oaexpress.com

Web: <https://oaexpress.com/>

BONDED CARRIER

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

Sent: Tuesday, June 30, 2026 1:26 PM

To: Frank Staudenraus <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

Web: <https://oaexpress.com/>

We are now a bonded carrier, please inquire for details.



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

Date: 07/01/2026

SHIPPING ADDRESS

Address Name: SHIP 8 INC
550 NORTHPORT PKWY
PORT WENTWORTH, GA 314079286
Ship To ID: SV2

ACCOUNT INFORMATION

Account Name: SHIP 8 INC
Account Number: 70324916

CONTACT INFORMATION

Contact Name: CHRISTINE JENKINS
Phone: (912) 373-7778 Ext: 3751
Email: christine.jenkins@ship8.com

[Continue Shopping](#)


uni-ball® Vision™ Elite™ Liquid Ink Rollerball Pens,
Bold Point, 0.8 mm, White Barrel, Blue/Black Ink,
Pack Of 12
Item # 580327
Entered Item # 580327

Delivery

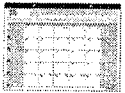
In-store pickup not
available.
Estimated delivery 3-5
business days

QTY

1

\$35.09

\$35.09 dozen



2026-2027 Office Depot® Brand Monthly
Academic Desk Calendar, 22" x 17", 30% Recycled,
July 2026 To June 2027
Item # 6566795
Entered Item # 6566795

Delivery

Estimated delivery 1-3
business days

QTY

2

\$23.98

\$11.99 each



Highmark® ECO Napkins, 12" x 12", 100% Recycled,
White, Pack Of 500
Item # 508338
Entered Item # 508338

Delivery

In-store pickup not
available.
Estimated delivery 1-3
business days

QTY

1

\$5.34

\$5.34 pack



Subscribe



Febreze Plug-In Air Freshener, Starter Kit, Linen &
Sky
Item # 7103768
Entered Item # 7103768

Delivery

In-store pickup not
available.
Estimated delivery 2-5
business days

QTY

1

\$7.89

\$7.89 each



Fuel Surcharge ⓘ

QTY

\$4.50

1

Order Summary

Subtotal	\$76.80
Estimated Tax	\$5.38
Estimated Delivery	FREE
Total (5 Items)	\$82.18



Outlook

Re: Order Confirmation #473377832-001

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

Date Thu 7/2/2026 5:28 PM

To susie cassidy <susie.cassidy@oaexpress.com>; Christine Jenkins <christine.jenkins@ship8.com>

Cc Edie Davidson <edie.davidson@oaexpress.com>

Susie,

Calendars, Napkins, Pens, Air fresheners are on your desk.



SHIP8 INC.

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

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

Sent: Wednesday, July 1, 2026 11:30 AM

To: Pat Neigg <pat.neigg@ship8.com>; Christine Jenkins <christine.jenkins@ship8.com>

Cc: Edie Davidson <edie.davidson@oaexpress.com>

Subject: RE: Order Confirmation #473377832-001

Adding Christine

Is this coming Fed ex and do you have the tracking # please?

Thank you,

Susie Cassidy

Logistics Supervisor

2222 East Beamer St

Woodland Ca 95776



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

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

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

FLO 188403950 4733778320012 00000008294 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