

Staple & Oak

FURNITURE WORKSHOP · BROOKLYN

92 Third Avenue, Brooklyn, NY 11217 · riley@stapleandoak.com · +1 (718) 555-0193
Shop and receiving: 214 Douglass Street, Brooklyn, NY 11217

PURCHASE ORDER

PO-SO-2611

Placed against job **Q-4471** — Northwind Coffee, Alberta
Street café millwork. **This is an order, not an invoice.**

ISSUED

October 2, 2025

BUYER · RILEY THOMPSON

DELIVER ON

October 20, 2025

SINGLE DROP · 07:00-11:00

PAYMENT TERMS

Net 30

FROM DELIVERY, NOT ORDER

DELIVERY TERMS

DAP Brooklyn

SUPPLIER TRUCK · USD

SUPPLIER

Westhill Hardwoods

Attn: **Sam Ortiz**, mill sales
41 Mill Road, Kingston, NY 12401
sam@westhillhardwoods.com
+1 (845) 555-0177 · Vendor **WH-04**

SHIP TO

Douglass Street shop

Staple & Oak Millwork
214 Douglass Street, Brooklyn, NY 11217
Forklift on site — no liftgate needed
Receiving: Riley Thompson

BILL TO

Accounts payable

Staple & Oak LLC
92 Third Avenue, Brooklyn, NY 11217
ap@stapleandoak.com
Resale certificate **ST-120** on file

ORDER LINES

All stock quartersawn white oak unless noted · grade FAS or better

#	PART NUMBER AND SPECIFICATION	QTY	UOM	UNIT PRICE	EXTENDED
1	WH-QSWO-844 White oak, quartersawn, 8/4 FAS, kiln dried to 6–8%, rough	620	BF	12.85	7,967.00
2	WH-QSWO-544 White oak, quartersawn, 5/4 FAS, kiln dried to 6–8%, rough	340	BF	9.60	3,264.00
3	WH-RSWO-PLY Rift white oak veneer plywood, 3/4 in, 4 × 8, A1 face, VC core	22	SHT	128.00	2,816.00
4	WH-BLK-STD34 Blackened steel shelf standard, 34 in, drilled, matched to ply run	24	EA	31.50	756.00
5	WH-EDGE-QSW Edgebanding, white oak, 15/16 in pre-glued, 250 ft roll	6	ROL	42.00	252.00
6	WH-BRS-SHLF Solid brass shelf pin, 5 mm, unlacquered, box of 100	8	BOX	18.75	150.00
7	WH-OIL-HW5L Hardwax oil, clear satin, 5 L pail, same batch across all four	4	PAIL	96.00	384.00

MATERIAL AND QUALITY REQUIREMENTS

Checked at the tailgate before the truck is released

☐ **Moisture 6–8%** — verified on ten random boards with a pin meter at delivery. Anything above 9% is refused at the tailgate.

☐ **One lot.** All quartersawn stock from a single log run so the bar top and back bar shelving hold their colour under oil.

☐ **Face stock.** No sapwood, no knots over 1/4 in and consistent ray fleck on the 620 BF of 8/4 — it becomes the visible counter.

☐ **Tally.** Board feet measured net of wane; the supplier tally travels with the load and is signed by both parties.

☐ **Off grade.** Above 5% off-grade by volume, the whole line returns freight collect and the delivery date is re-set.

ORDER SUMMARY

Materials, lines 1–7

15,589.00

Delivery, single drop

285.00

Sales tax — exempt

0.00

ORDER TOTAL · USD

\$15,874.00

Purchased for resale under certificate ST-120; no New York sales tax is charged. Prices are firm to the delivery date above.

DELIVERY AND RECEIVING

Douglass Street is a one-way, one-lane block: **call the shop 30 minutes out** so the curb is cleared. Deliver flat-stacked and stickered, not banded to a pallet edge. The 8/4 and 5/4 come off first; ply and hardware last. **Do not leave a load unsigned** — if nobody is on the floor, the truck returns the next morning at our cost.

Bring the tally sheet to the cab, not the back of the truck. Short or damaged boards are marked on the tally at delivery — **nothing is credited afterwards from a photograph.**

CONDITIONS OF PURCHASE

1 **Reference.** PO-SO-2611 appears on the tally, the packing list and the invoice.

2 **Matching.** Invoices without a signed tally are returned unpaid.

3 **Substitution.** No species, cut or grade change without written approval.

4 **Price.** Firm to October 20; escalation requires a revised order.

5 **Cancellation.** Undelivered lines cancellable on seven days' notice.

AUTHORISATION

Riley Thompson

SHOP MANAGER · BUYER

Westhill acknowledgement

SIGNATURE, DATE, CONFIRMED SHIP

Return one countersigned copy to
riley@stapleandoak.com within two business days.
Unacknowledged orders are treated as unaccepted.

Staple & Oak LLC · 92 Third Avenue, Brooklyn, NY 11217 · ap@stapleandoak.com · Terms of purchase available on request

PO-SO-2611 · Page 1 of 1