

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	DELIVER ON	PAYMENT TERMS	DELIVERY TERMS
October 2, 2025 BUYER · RILEY THOMPSON	October 20, 2025 SINGLE DROP · 07:00-11:00	Net 30 FROM DELIVERY, NOT ORDER	DAP Brooklyn SUPPLIER TRUCK · USD

SUPPLIER	SHIP TO	BILL TO
Westhill Hardwoods Attn: Sam Ortiz , mill sales 41 Mill Road, Kingston, NY 12401 sam@westhillhardwoods.com +1 (845) 555-0177 · Vendor WH-04	Douglass Street shop Staple & Oak Millwork 214 Douglass Street, Brooklyn, NY 11217 Forklift on site — no liftgate needed Receiving: Riley Thompson	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	ORDER SUMMARY
☐ Moisture 6–8% — verified on ten random boards with a pin meter at delivery. Anything above 9% is refused at the tailgate.		Materials, lines 1–7 15,589.00
☐ One lot. All quartersawn stock from a single log run so the bar top and back bar shelving hold their colour under oil.		Delivery, single drop 285.00
☐ 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.		Sales tax — exempt 0.00
☐ 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 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	CONDITIONS OF PURCHASE	AUTHORISATION
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.	Reference. PO-SO-2611 appears on the tally, the packing list and the invoice. Matching. Invoices without a signed tally are returned unpaid. Substitution. No species, cut or grade change without written approval. Price. Firm to October 20; escalation requires a revised order. Cancellation. Undelivered lines cancellable on seven days' notice.	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.