

Purchase Order

Authorises supply at the prices stated — this is not an invoice.

ORDER NUMBER

PO-2025-0418

REVISION

0 — original

ORDER VALUE

\$27,941.00

NOT TO EXCEED

\$29,338.00

ISSUED

August 12, 2025

REQUISITION

REQ-3392

REQUIRED BY

September 12, 2025

COST CENTRE

4200 · Packaging

PAYMENT TERMS

Net 30 from receipt

BUYER

Dana Whitfield

FREIGHT TERMS

FOB destination

CURRENCY

USD

SUPPLIER

Container Co.

Attn: Sam Ortiz, Account Manager

2200 SE Harrison Street, Portland, OR 97214

sam.ortiz@containerco.com · +1 (503) 555-0142

Vendor 8841 · Quote CQ-7719 dated August 4, 2025

SHIP TO

Broadway Roastery

3311 NE Broadway St

Portland, OR 97232

Dock: Mon-Fri, 07:00-14:00

Receiving: Ava Cruz

BILL TO

Accounts Payable

Northwind Coffee Roasters

1204 NW Flanders St

Portland, OR 97209

ap@northwindcoffee.com

PART NUMBER AND DESCRIPTION		NEED BY	QTY	UOM	UNIT PRICE	EXTENDED
01	CC-VB12-KFT Valved bag, 12 oz, kraft/foil laminate, one-colour flexo	Sep 12	24,000	EA	0.4120	9,888.00
02	CC-VB32-KFT Valved bag, 2 lb, kraft/foil laminate, one-colour flexo	Sep 12	9,000	EA	0.6850	6,165.00
03	CC-LBL-R4C Roll label, four-colour, 3 × 4 in, matte BOPP, 1,000/roll	Sep 12	40,000	EA	0.0645	2,580.00
04	CC-INS-6X4 Bag insert card, 6 × 4 in, two-sided, uncoated 100# text	Sep 12	24,000	EA	0.0580	1,392.00
05	CC-TIN-250 Tin-tie bag, 250 g, natural kraft, unprinted	Sep 26	12,000	EA	0.2380	2,856.00
06	CC-CTN-32B Shipper carton, 32 ECT B-flute, 16 × 12 × 10 in	Oct 3	1,500	EA	1.2400	1,860.00
07	CC-PLT-48 Pallet, heat-treated to ISPM-15, 48 × 40 in, four-way	Oct 3	60	EA	18.5000	1,110.00
08	CC-TOOL-DIE7 Tooling — new 12 oz plate set and cylinder charge, one-time	Aug 29	1	LOT	1,450.0000	1,450.00

RECEIVING AND INVOICING

Deliver to the Broadway dock only. Every packing list, carton label and invoice must carry **PO-2025-0418** and the line number above. Partial shipment is accepted on lines 01-04; lines 05-07 ship complete. Pallets are stretch-wrapped, single SKU, and labelled on two adjacent faces. Invoices are matched three ways against this order and the receiving report before release — **an unmatched invoice is returned unpaid**. Queries to Dana Whitfield before the goods leave your floor, not after.

Goods subtotal	27,301.00
Freight PREPAID & ADD, ESTIMATED	640.00
Sales tax OREGON — NONE LEVIED	0.00

ORDER TOTAL

\$27,941.00

Firm through the need-by dates shown. A variance above **5%** or **\$29,338.00** requires a revised purchase order before shipment.

CONDITIONS OF PURCHASE

Acceptance of this order accepts these conditions in full.

- 01 Reference.** The order number appears on all packing lists, cartons, invoices and correspondence.

02 Inspection. Goods are received subject to count and inspection; title passes on acceptance, not delivery.
- 03 Substitution.** Alternate substrates, board grades or dielines require written approval before production.

04 Artwork. Printing proceeds only against the approved proof; plates and dies remain buyer property.
- 05 Price.** Prices are firm. Escalation, surcharges and expedite fees are void unless re-issued on a revision.

06 Cancellation. Buyer may cancel any undelivered line at cost of work completed, on ten days' notice.

AUTHORISATION

Orders above \$25,000 carry a second signature under the Northwind purchasing policy of March 2024.

Dana Whitfield
PROCUREMENT MANAGER

Maya Chen
OWNER · APPROVAL 2

Supplier acknowledgement
SIGNATURE AND DATE

Confirmed ship date
SUPPLIER TO COMPLETE