NORTHWIND COFFEE ROASTERS · PURCHASING

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	REQUIRED BY	PAYMENT TERMS	FREIGHT TERMS
August 12, 2025	**September 12, 2025**	**Net 30 from receipt**	**FOB destination**
REQUISITION	COST CENTRE	BUYER	CURRENCY
REQ-3392	**4200 · Packaging**	**Dana Whitfield**	**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