



Office Depot, Inc  
PO BOX 630813  
CINCINNATI OH  
45263-0813

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS  
OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423  
FOR ACCOUNT: (800) 721-6592

FEDERAL ID: 59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
237334108001	229.24	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
27-NOV-18	Net 30	28-DEC-18

BILL TO:

ATTN: ACCTS PAYABLE  
CITY OF EAST LANSING  
410 ABBOTT RD  
EAST LANSING MI 48823-3321

000794-000643

SHIP TO:

EAST LANSING COMMUNITY CTR  
819 ABBOTT RD  
EAST LANSING MI 48823-3102



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE
31192275		819ABBOTT	237334108001	26-NOV-18	27-NOV-18
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER
194770			LOIS FOGARASI		

CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
411611 5131702	TISSUE,FACIAL,PREM,MSTR,2 411611	CA	1	1	0	18.740	18.74
710855 J564-10	ENVELOPE,LNN,25%,24#,250B 710855	BX	2	2	0	24.970	49.94
432847 Q2610A	TONER,10A,SMART PRINT 432847	EA	1	1	0	152.910	152.91
568769 OD-HMSR-1080	Tape,HD,Ship,2x22.2,Disp,C 568769	RL	3	3	0	2.550	7.65

000794-000643

SUB-TOTAL	229.24
DELIVERY	0.00
SALES TAX	0.00
TOTAL	229.24

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

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
CITY OF EAST LANSING	194770	237334108001	27-NOV-18	229.24	

FLO 001947704 2373341080017 00000022924 1 5

Please  
Send Your  
Check to:

OFFICE DEPOT  
PO Box 633211  
Cincinnati OH 45263-3211

Please return this stub with your payment to  
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.