Northwind Office Supply

Invoice

Northwind Office Supply
123 Business Park Drive
Riverton, WA 98107
USA

Tel: (206) 555-0123
Email: sales@northwindoffice.com
Web: www.northwindoffice.com

Invoice No: INV-2026-0418
Date: 2026-09-18
Due Date: 2026-10-02

Bill To:

Evergreen Retail Co.
456 Market Street
Portland, OR 97204
USA

Item	Description	Qty	Unit Price	Total
BW-1001	A4 Copy Paper, 80gsm, White (500 sheets)	10	$5.99	$59.90
PN-2003	Ballpoint Pen, Black, Box of 12	5	$4.50	$22.50
NT-3001	Spiral Notebook, A5, Lined, 100 pages	8	$2.75	$22.00
ST-4002	Stapler, Full Strip, Black	4	$12.00	$48.00
ST-4005	Staples, 26/6, Box of 5000	6	$1.80	$10.80
FL-5001	File Folder, Letter Size, Manilla, Box of 100	3	$11.50	$34.50

Subtotal:	$197.70
Sales Tax (8.0%):	$15.82
Shipping:	$10.00
Grand Total:	**$223.52**

Notes:

1. Payment is due by the due date shown above.
2. Please include the invoice number with your payment.
3. For any questions, contact our sales team at sales@northwindoffice.com or (206) 555-0123.
4. Thank you for your business!

Vertex Facilities Group
Project Completion Checklist

456 Commerce Drive
Riverton, WA 98107
USA

Tel: (206) 555-0187
Email: info@vertexfacilities.com
Web: www.vertexfacilities.com

Date: 2026-09-18

Project Name:	
Site Location:	
Supervisor:	
Completion Date:	
Reference ID:	

Item	Description	Status	Initials	Comments
1	All work completed as per project scope	☐ Yes ☐ No		
2	Site cleaned and free of debris	☐ Yes ☐ No		
3	Safety inspections completed	☐ Yes ☐ No		
4	Equipment installed and operational	☐ Yes ☐ No		
5	Materials and fixtures verified	☐ Yes ☐ No		
6	Documentation submitted	☐ Yes ☐ No		
7	Client walk-through completed	☐ Yes ☐ No		
8	Outstanding issues resolved	☐ Yes ☐ No		
9	Site returned to original condition	☐ Yes ☐ No		
10	Project sign-off received	☐ Yes ☐ No		

	Prepared By	Reviewed By	Approved By
Title:			
Signature:			
Date:			

Building Better Spaces. Together.

Silver Oak Consulting

Strategic Solutions for a Brighter Tomorrow

456 Business Center Drive
Bellevue, WA 98004
USA

Tel: (425) 555-0199
Email: info@silveroakconsulting.com
Web: www.silveroakconsulting.com

Service Agreement

Date:	2026-09-18
Reference No.:	SA-2026-0175
Client:	Maple Ridge Industries
Subject:	Consulting Services Agreement

Dear Ms. Taylor,

Thank you for choosing Silver Oak Consulting. This Service Agreement outlines the terms and conditions for the consulting services we will provide to Maple Ridge Industries. Please review the details below. Upon your acceptance, kindly sign and return a copy of this agreement.

1. **Scope of Services**
   Silver Oak Consulting will provide business strategy consulting, process improvement recommendations, and related advisory services as mutually agreed upon. The specific deliverables and objectives will be defined in project discussions and may be updated in writing as needed.

2. **Timeline**
   The services will commence on 2026-09-21 and are expected to be completed by 2026-12-31, unless otherwise agreed in writing. Any changes to the timeline will be mutually communicated and confirmed in writing.

3. **Fees**
   The total fee for the services is $25,000 (USD), payable in three installments: 40% at project initiation, 30% at the midpoint, and 30% upon completion. Invoices will be issued in accordance with the agreed milestones. All fees are exclusive of applicable taxes.

4. **Confidentiality**
   Both parties agree to maintain the confidentiality of all non-public information shared during the course of this engagement. This obligation will continue for a period of three (3) years after the completion or termination of this agreement.

5. **Acceptance**
   By signing below, both parties agree to the terms and conditions set forth in this Service Agreement. This agreement may be executed in counterparts and delivered electronically, each of which shall be deemed an original.

We look forward to working with you and supporting your business goals.

Sincerely,

Daniel Brooks

Daniel Brooks
Authorized Representative
Silver Oak Consulting

Client Signature
Name:
Date:

Warehouse Inventory Summary

Quarterly Stock Snapshot

Harbor Distribution Ltd.
789 Logistics Way
Tacoma, WA 98421
USA

Tel: (253) 555-0199
Email: inventory@harbordistribution.com
Web: www.harbordistribution.com

Report Date: 2026-09-18

Report Period: Q3 2026
(Jul 1, 2026 – Sep 30, 2026)

Prepared By: Inventory Management Team

SKU	Item Name	Category	Location	Opening Stock	Received	Shipped	Closing Stock	Unit Cost	Inventory Value
A4-PP100	A4 Copy Paper 80gsm (500 sheets)	Office Supplies	A1-01	120	200	180	140	$5.99	$838.60
PN-BL12	Ballpoint Pen, Black (Box of 12)	Office Supplies	A1-02	50	100	90	60	$4.50	$270.00
NT-A5L	Spiral Notebook A5, Lined	Office Supplies	A1-03	75	120	110	85	$2.75	$233.75
ST-FS5000	Staples 26/6 (Box of 5000)	Office Supplies	A1-04	40	60	50	50	$1.80	$90.00
FL-LTR100	File Folder Letter Size (Box of 100)	Office Supplies	A1-05	30	50	40	40	$11.50	$460.00
PK-BB50	Bubble Wrap Roll 50 cm x 50 m	Packaging	B2-01	20	40	35	25	$18.00	$450.00
PK-TT36	Packing Tape Clear 48mm x 100m (Box of 36)	Packaging	B2-02	15	30	28	17	$24.00	$408.00
IN-TN210	Toner Cartridge TN-210 Black	Printer Consumables	C3-01	25	40	30	35	$62.00	$2,170.00
CL-AS750	All-Purpose Cleaner 750ml	Cleaning Items	D4-01	60	80	70	70	$3.20	$224.00
Total				**435**	**720**	**633**	**502**	-	**$5,144.35**

Notes:

1. Stock figures represent quantities on hand at the beginning and end of Q3 2026.
2. Received and Shipped quantities include all warehouse transactions during the period.
3. Inventory Value is calculated as Closing Stock × Unit Cost.
4. Please report any discrepancies to inventory@harbordistribution.com.

Reliable Supply. Stronger Business.

Lakeside Market Research
Monthly Operations Report

Report Date: 2026-09-30
Department: Operations

Executive Summary

Operations in September 2026 remained stable, with continued improvement in project delivery timeliness and high data quality. Overall performance met key targets, supported by efficient resource utilization and strong team execution. We are well positioned to maintain momentum in the coming month.

Key Highlights

- Project delivery on time increased to 96%, up from 92% last month.
- Operational costs decreased by 4.8%, driven by more efficient vendor management.
- Client satisfaction remained strong at 4.7 out of 5, consistent with last month.

Performance Metrics

Metric	Current Month (Sep 2026)	Previous Month (Aug 2026)	Change	Comment
Projects Completed	24	20	+20%	Higher demand in Q3.
On-Time Delivery Rate	96%	92%	+4 pp	Improved scheduling and resourcing.
Average Turnaround Time (days)	4.2	4.8	-12.5%	Faster execution across teams.
Client Satisfaction (out of 5)	4.7	4.7	0	Consistently high feedback.
Operational Costs (USD)	$48,200	$50,600	-4.8%	Lower vendor and tooling costs.
Data Quality Accuracy	99.1%	98.7%	+0.4 pp	Continued focus on quality checks.

Conclusion

September's results reflect a healthy and well-performing operations function. With strong delivery performance, controlled costs, and high client satisfaction, we are on track to meet our quarterly goals. We will continue to focus on process improvements and resource optimization to sustain this progress in October.