
Purchase Order:	5799974	Order Date:	2019-12-16
Total Amount:	373.80	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

Digital Proof Request:
required: Yes
type: Email
email: sharon.caldwell@staples.com
lineItemGroupingId: 1

Order Contacts:
Contact Type: Bill
Account Name: STAPLES PROMOTIONAL PRODUCTS, A/P D
attentionTo: STAPLES PROMOTIONAL PRODUCTS, A/P D
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US
email: InvoicesSPP@Staples.com
phone: 913-319-3100
comments: All invoices must reflect our PO# TAX EXEMPT
04-3390816 A/P Phone: 913-319-3100

Contact Type: Expeditor
Account Number: KC
attentionTo: SHARON CALDWELL
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US
email: sharon.caldwell@staples.com
phone: 9133194402

Contact Type: Sales
attentionTo: BETSY GREEN
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US

Order Shipments:

ContactDetails:

attentionTo: MELODY WESEMANN
companyName: ZURICH
addressLines: 1299 ZURICH WAY
city: SCHAUMBURG
state: IL
postalCode: 601961056
country: US
phone: 8477627225

ThirdPartyAccount:

accountNumber: 473376300
accountName: STAPLES PROMOTIONAL PRODUCTS, A/P D

ContactDetails:

attentionTo: STAPLES PROMOTIONAL PRODUCTS, A/P D
addressLines: 7500 West 110th Street
city: Overland Park
state: KS
postalCode: 66210
country: US
email: InvoicesSPP@Staples.com
phone: 913-319-3100

shipReferences: 5799974

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: FEDEX
service: GROUND

comments:

Under 501 lbs: Ship via: FEDEX GROUND-
COMM-3rd PARTY BILL Account#: 473376300
Transporting hazardous materials or dangerous
goods are to be shipped on the vendor's freight
acct and conform to IATA and/or PHMSA Regs.
Power banks are classified as standalone
batteries a HazMat item The safe transport of
hazardous material and dangerous goods
contents is the legal responsibility of the Shipper.
Vendor shall bill SPP their discounted freight-
published rates will not be accepted. Haz Mat
shipping directions supersede any other
directions if shipping Haz Mat/Dangerous Goods
IF 501 TO 8,000 LBS: Route per 'STAPLES
PROMO PRODUCTS LTL ROUTING
MATRIX.XLSX' -- FREIGHT TERMS ARE 3RD
PARTY BILL: Please see billing address below --
Over 8,000 LBS: Email
freightrouting@staples.com 48 hours prior to
shpg for Routing Instructions !!STAPLES PROMO
PRODUCT'S PO# must be entered in 1st
Reference Field or on Bill of Lading!!

Order Items:

lineNumber:	1
description:	Blue/Bradford Journal Combo
lineType:	Reference
Quantity:	
value:	100
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	3.738
lineItemTotal:	373.800
requestedShipDate:	2020-01-07 13:41:05
requestedInHandsDate:	2020-01-13 13:41:05
Program:	
name:	ZUR
endCustomerSalesOrder:	018919470
productId:	ST4138
customerProductId:	D020-1308
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4138BLU
customerSupplied:	No
locationLinkId:	1

Quantity:	
value:	100
uom:	EA
Configuration:	
referenceNumber:	5684536
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	8
locationName:	Centered on Front
Decorations:	
decorationId:	1
decorationName:	Debossed
Artwork:	
description:	Debossed
instructions:	Repeat artwork for journal and pen. Reduce size of logo on the pen by 15% of proof from previous PO 5684536.
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes

Terms And Conditions:

Please include a copy of the Packing List with order. Please follow all instructions on order. No deviations are acceptable unless expressly approved. Do not show your company name on any information going to the recipient. Do not include any manufacturer's literature in shipment unless expressly requested. Partial deliveries are not authorized without prior approval. We reserve the right to cancel all or in partial shipments not shipped within time specified for delivery. Acknowledge and advise immediately if unable to make shipment as requested.

salesChannel:

SPECIAL ORDER