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|                 |         |                |            |
|-----------------|---------|----------------|------------|
| Purchase Order: | 5826436 | Order Date:    | 2020-01-10 |
| Total Amount:   | 760.50  | Currency:      | USD        |
| Is Rush Order:  | No      | Payment Terms: | N45        |

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Digital Proof Request:  
required: Yes  
type: Email  
email: teresa.kendrick@staples.com  
lineItemGroupingId: 1

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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: TERESA KENDRICK  
address1: 7500 West 110th Street  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: teresa.kendrick@staples.com  
phone: 9133194433

Contact Type: Sales  
attentionTo: STAPLES-DELIVERY  
address1: 1520 ALBANY PLACE SOUTHEAST  
city: ORANGE CITY  
region: IA  
postalCode: 51041  
country: US

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Order Shipments:

ContactDetails:

attentionTo: ANA LARMOUR  
companyName: CHRISTINA FERGUSON  
addressLines: 415 MICHIGAN AVE NE STE 275  
city: WASHINGTON  
state: DC  
postalCode: 200174507  
country: US  
phone: 5592370570

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: 5826436

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!!

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Order Items:

|                        |                          |
|------------------------|--------------------------|
| lineNumber:            | 1                        |
| description:           | White/Rita Ballpoint Pen |
| lineType:              | Repeat                   |
| Quantity:              |                          |
| value:                 | 750                      |
| uom:                   | EA                       |
| ToleranceDetails:      |                          |
| tolerance:             | ExactOnly                |
| allowPartialShipments: | No                       |
| unitPrice:             | .414                     |
| lineItemTotal:         | 760.500                  |
| requestedShipDate:     | 2020-01-22 11:22:48      |
| requestedInHandsDate:  | 2020-01-24 11:22:48      |
| Program:               |                          |
| name:                  | DBSBD                    |
| endCustomerSalesOrder: | 019035762                |
| productId:             | G1109                    |
| customerProductId:     | W030-7357                |
| lineItemGroupingId:    | 1                        |
| Parts:                 |                          |
| partGroup:             | 1                        |
| partId:                | 00G11090WHT              |
| customerSupplied:      | No                       |
| locationLinkId:        | 1                        |

Quantity:  
value: 750  
uom: EA

Configuration:

referenceNumber: 5325030  
referenceNumberType: PurchaseOrder  
preProductionProof: No

Locations:

locationLinkId: 1  
locationId:  
locationName: Barrel

Decorations:

decorationId:  
decorationName: Screenprint/Silkscreen

Artwork:

description: Screenprint/Silkscreen

Layers:

colorSystem: Pms

LayerOrStops:

nameOrNumber: 269  
description: ENTIRE LOGO

color:

locationLinkId: 1

locationId:

locationName: Barrel

Decorations:

decorationId:  
decorationName: Screenprint/Silkscreen

Artwork:

description: Screenprint/Silkscreen

Layers:

colorSystem: Pms

LayerOrStops:

nameOrNumber: 269  
description: ENTIRE LOGO

color:

Charges:

chargeId: 940  
chargeName: Screenprint Run Charge

description:

chargeType: Run

unitPrice: .600

extendedPrice:

Quantity:

value: 750  
uom: EA

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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. EXACT QUANTITIES MUST SHIP- THIS IS A SPP.COM CUSTOMER PLEASE SHIP AS SOON AS POSSIBLE

salesChannel:

SPP.COM