
| | | | |
|-----------------|---------|----------------|------------|
| Purchase Order: | 5908937 | Order Date: | 2020-03-11 |
| Total Amount: | 239.70 | Currency: | USD |
| Is Rush Order: | No | Payment Terms: | N45 |

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: | OC |
| attentionTo: | EMILY NEWBORG |
| address1: | 1520 Albany Place SE |
| city: | Orange City |
| region: | IA |
| postalCode: | 51041 |
| country: | US |
| email: | Emily.Newborg@Staples.com |
| phone: | 7127370609 |

Order Shipments:

ContactDetails:

| | |
|---------------|---|
| companyName: | STAPLES PROMOTIONAL PRODUCTS |
| addressLines: | 1520 ALBANY PLACE SE RECEIVING DOCK, DRIVEWAY #3 |
| city: | ORANGE CITY |
| state: | IA |
| postalCode: | 51041 |
| country: | US |
| email: | GROUP-RECEIVINGLEADS@STAPLES.COM |
| phone: | 712-737-0528 |

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: 5908937
packingListRequired: Yes
blindShip: No
allowConsolidation: No
FreightDetails:
carrier: FEDEX
service: GROUND
Under 501 lbs: Ship via: FEDEX GROUND-
COMM-COLLECT 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 'SPP LTL
ROUTING MATRIX.xlsx' -- FREIGHT TERMS ARE
3RD PARTY BILL: Please see 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 the Bill of Lading!!

Order Items:
lineNumber: 1
description: Neoskin Soft Cover Journal White
Quantity:
value: 50
uom: EA
ToleranceDetails:
tolerance: ExactOnly

| | |
|------------------------|---|
| allowPartialShipments: | No |
| unitPrice: | 4.200 |
| lineItemTotal: | 239.700 |
| requestedShipDate: | 2020-03-20 14:58:54 |
| Program: | |
| name: | PEOPL |
| productId: | ST4158 |
| customerProductId: | 2003046210001 |
| lineItemGroupingId: | 1 |
| Parts: | |
| partGroup: | 1 |
| partId: | 00ST4158WHT |
| customerSupplied: | No |
| locationLinkId: | 1 |
| Quantity: | |
| value: | 50 |
| uom: | EA |
| Configuration: | |
| referenceNumber: | 5866177 |
| referenceNumberType: | PurchaseOrder |
| preProductionProof: | No |
| Locations: | |
| locationLinkId: | 1 |
| locationId: | 1 |
| locationName: | Centered front between edge and elastic |
| Decorations: | |
| decorationId: | 1 |
| decorationName: | 4-Color Process |
| Artwork: | |
| instructions: | Decoration Dimensions: To Fit |
| Layers: | |
| colorSystem: | Pms |
| LayerOrStops: | |
| nameOrNumber: | 2767 |
| description: | Dk Blue |
| color: | Dk Blue |
| nameOrNumber: | 7413 |
| description: | Orange |
| color: | Orange |
| nameOrNumber: | White |
| description: | White |
| color: | White |
| fileName: | People Ready tag 4c.eps |
| artworkType: | ProductionReady |

| | |
|---------------------|------------|
| fileLocation: | Email |
| transportMechanism: | Email |
| Charges: | |
| chargeId: | 923 |
| chargeName: | 4CP set up |
| description: | |
| chargeType: | Run |
| unitPrice: | .594 |
| extendedPrice: | |
| Quantity: | |
| value: | 50 |
| uom: | EA |

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: PROGRAM