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Purchase Order:	5931777	Order Date:	2020-04-08
Total Amount:	1,341.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

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Digital Proof Request:  
required: Yes  
type: Email  
email: Melinda.thomas@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: OC  
attentionTo: MELINDA THOMAS  
address1: 1520 Albany Place SE  
city: Orange City  
region: IA  
postalCode: 51041  
country: US  
email: Melinda.thomas@Staples.com  
phone: 7127370895

Contact Type: Sales  
attentionTo: JOHN JENSEN  
address1: 7500 WEST 110TH ST  
city: OVERLAND PARK  
region: KS  
postalCode: 66210  
country: US

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Order Shipments:

ContactDetails:

attentionTo: TAMMY BRACKETT  
companyName: FARM CREDIT SERVICES OF AMER  
addressLines: 700 FARM CREDIT DR  
city: OTTUMWA  
state: IA  
postalCode: 525011693  
country: US  
email: brackettt@fcsamerica.com  
phone: 6416828778

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: 5931777

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:	Red/Admiral Ballpoint Pen- blue ink
lineType:	Reference
Quantity:	
value:	275
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.070
lineItemTotal:	360.250
requestedShipDate:	2020-04-22 13:52:25
requestedInHandsDate:	2020-04-27 13:52:25
Program:	
name:	FCSA
endCustomerSalesOrder:	019458758
productId:	G4019
customerProductId:	W020-1637
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G40190RED
customerSupplied:	No
locationLinkId:	1

Quantity:	
value:	275
uom:	EA
Configuration:	
referenceNumber:	5506905
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Centered
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	Screenprint/Silkscreen
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	WHITE
description:	FCSAMERICA
color:	WHITE
Charges:	
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	.240
extendedPrice:	
Quantity:	
value:	1
uom:	EA
lineNumber:	5
description:	Black/Admiral Ballpoint Pen w/Blue Ink
lineType:	Reference
Quantity:	
value:	350
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No

unitPrice:	1.070
lineItemTotal:	458.500
requestedShipDate:	2020-04-22 13:52:26
requestedInHandsDate:	2020-04-27 13:52:26
Program:	
name:	FCSA
endCustomerSalesOrder:	019458758
productId:	G4019
customerProductId:	W020-1637
lineItemGroupId:	5
Parts:	
partGroup:	1
partId:	00G40190BLK
customerSupplied:	No
locationLinkId:	5
Quantity:	
value:	350
uom:	EA
Configuration:	
referenceNumber:	5506905
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	5
locationId:	
locationName:	Centered
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	Screenprint/Silkscreen
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	WHITE
description:	FCSAMERICA
color:	WHITE
Charges:	
chargeId:	980
chargeName:	Set Up Charge
description:	

chargeType:	Setup
unitPrice:	.240
extendedPrice:	
Quantity:	
value:	1
uom:	EA
lineNumber:	9
description:	Silver/Admiral Ballpoint Pen - blue ink
lineType:	Reference
Quantity:	
value:	275
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.070
lineItemTotal:	360.250
requestedShipDate:	2020-04-22 13:52:26
requestedInHandsDate:	2020-04-27 13:52:26
Program:	
name:	FCSA
endCustomerSalesOrder:	019458758
productId:	G4019
customerProductId:	W020-1637
lineItemGroupId:	9
Parts:	
partGroup:	1
partId:	00G40190SLV
customerSupplied:	No
locationLinkId:	9
Quantity:	
value:	275
uom:	EA
Configuration:	
referenceNumber:	5506905
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	9
locationId:	
locationName:	Centered
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen

Artwork:	
description:	Screenprint/Silkscreen
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	BLACK
description:	FCSA LOGO
color:	BLACK
Charges:	
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	.240
extendedPrice:	
Quantity:	
value:	1
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 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