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|                 |         |                |            |
|-----------------|---------|----------------|------------|
| Purchase Order: | 6104132 | Order Date:    | 2020-10-08 |
| Total Amount:   | 384.00  | Currency:      | USD        |
| Is Rush Order:  | No      | Payment Terms: | N45        |

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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<br>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                |

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Order Shipments:

ContactDetails:

|               |   |
|---------------|---|
| companyName:  | STAPLES PROMOTIONAL PRODUCTS                        |
| addressLines: | 1520 ALBANY PLACE SE<br>RECEIVING DOCK, DRIVEWAY #3 |
| city:         | ORANGE CITY   |
| state:        | IA  |
| postalCode:   | 510419678   |
| 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: 6104132  
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!!

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Order Items:  
lineNumber: 1  
description: Fabrizio Padfolio & Refillable Note Grey  
lineType: Repeat  
Quantity:  
value: 40  
uom: EA  
ToleranceDetails:

|                        |                            |
|------------------------|----------------------------|
| tolerance:             | ExactOnly                  |
| allowPartialShipments: | No                         |
| unitPrice:             | 9.600                      |
| lineItemTotal:         | 384.000                    |
| requestedShipDate:     | 2020-10-19 06:19:38        |
| Program:               |                            |
| name:                  | MRTBR                      |
| productId:             | ST403                      |
| customerProductId:     | 2003636810001              |
| lineItemGroupId:       | 1                          |
| Parts:                 |                            |
| partGroup:             | 1                          |
| partId:                | 00ST4030GRY                |
| customerSupplied:      | No                         |
| locationLinkId:        | 1                          |
| Quantity:              |                            |
| value:                 | 40                         |
| uom:                   | EA                         |
| Configuration:         |                            |
| referenceNumber:       | 6070733                    |
| referenceNumberType:   | PurchaseOrder              |
| preProductionProof:    | No                         |
| Locations:             |                            |
| locationLinkId:        | 1                          |
| locationId:            | 13                         |
| locationName:          | Centered on Front          |
| Decorations:           |                            |
| decorationId:          | 1                          |
| decorationName:        | Debossed                   |
| Artwork:               |                            |
| instructions:          | Decoration Dimensions: 3"W |
| Layers:                |                            |
| colorSystem:           | Other                      |
| LayerOrStops:          |                            |
| nameOrNumber:          | DEBOSS                     |
| description:           | DEBOSS                     |
| color:                 | DEBOSS                     |
| fileName:              | Martin Brower R bw.eps     |
| artworkType:           | ProductionReady            |
| fileLocation:          | Email                      |
| transportMechanism:    | Email                      |

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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 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