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Purchase Order:	6189420	Order Date:	2020-12-09
Total Amount:	1,095.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

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Digital Proof Request:  
required: Yes  
type: Email  
email: Lisa.Justus@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: LISA JUSTUS  
address1: 7500 West 110th Street  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: Lisa.Justus@Staples.com  
phone: 9133194725

Contact Type: Sales  
attentionTo: RACHELLE ANDERSON  
address1: 1773 WEST 675 NORTH  
city: WEST POINT  
region: UT  
postalCode: 84015  
country: US

phone: 8016453244

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Order Shipments:

ContactDetails:

companyName: AMBERLACE MOORE  
addressLines: 6611 KENILWORTH AVE STE 404  
city: RIVERDALE  
state: MD  
postalCode: 207371300  
country: US  
phone: 2028361751

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: 6189420

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: FEDEX  
service: GROUND

comments:

Under 501 lbs: Ship via: FEDEX GROUND-  
COMM-3rd Party Bill SPP 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:	Black/Fabrizio Refillable Portfolio
lineType:	New
Quantity:	
value:	25
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	13.800
lineItemTotal:	365.000
requestedShipDate:	2020-12-29 10:04:25
requestedInHandsDate:	2021-01-05 10:04:25
Program:	
name:	KAISR
endCustomerSalesOrder:	020750640
productId:	ST4295
customerProductId:	D020-0917
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4295BLK
customerSupplied:	No
locationLinkId:	1

Quantity:	
value:	25
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	10
locationName:	Centered
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	WORKPLACE WELLNESS LOGO
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	DEBOSSED
description:	ENTIRE LOGO
color:	DEBOSSED
Charges:	
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	20.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
lineNumber:	4
description:	Brown/Fabrizio Refillable Portfolio
lineType:	New
Quantity:	
value:	25
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	13.800
lineItemTotal:	365.000

requestedShipDate:	2020-12-29 10:04:26
requestedInHandsDate:	2021-01-05 10:04:26
Program:	
name:	KAISR
endCustomerSalesOrder:	020750640
productId:	ST4295
customerProductId:	D020-0917
lineItemGroupingId:	4
Parts:	
partGroup:	1
partId:	00ST4295BRN
customerSupplied:	No
locationLinkId:	1
Quantity:	
value:	25
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	10
locationName:	Centered
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	WORKPLACE WELLNESS LOGO
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	DEBOSSSED
description:	ENTIRE IMPRINT
color:	DEBOSSSED
Charges:	
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	20.000
extendedPrice:	
Quantity:	

value:	1
uom:	EA
lineNumber:	7
description:	Gray/Fabrizio Refillable Portfolio
lineType:	New
Quantity:	
value:	25
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	13.800
lineItemTotal:	365.000
requestedShipDate:	2020-12-29 10:04:26
requestedInHandsDate:	2021-01-05 10:04:26
Program:	
name:	KAISR
endCustomerSalesOrder:	020750640
productId:	ST4295
customerProductId:	D020-0917
lineItemGroupId:	7
Parts:	
partGroup:	1
partId:	00ST4295GRY
customerSupplied:	No
locationLinkId:	1
Quantity:	
value:	25
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	10
locationName:	Centered
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	WORKPLACE WELLNESS LOGO
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	

colorSystem:	Other
LayerOrStops:	
nameOrNumber:	DEBOSSSED
description:	ENTIRE IMPRINT
color:	DEBOSSSED
Charges:	
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	20.000
extendedPrice:	
Quantity:	
value:	1
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 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