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Purchase Order:	6288315	Order Date:	2021-03-04
Total Amount:	165.00	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 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 RECEIVING DOCK, DRIVEWAY #3
city:	ORANGE CITY
state:	IA
postalCode:	510419678
country:	US
email:	GROUP-RECEIVINGLEADS@STAPLES.COM
phone:	712-737-0528

ThirdPartyAccount:

accountNumber: 211A1R  
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: 6288315  
packingListRequired: Yes  
blindShip: No  
allowConsolidation: No  
FreightDetails:  
carrier: UPS  
service: GROUND  
Under 501 lbs: Ship via: UPS GROUND-COMM-COLLECT Account#: 211A1R \*\*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!!  
comments:

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Order Items:  
lineNumber: 1  
description: Boston Hard Cover 5.125" X 8.375" J Black  
lineType: Repeat  
Quantity:  
value: 25  
uom: EA  
ToleranceDetails:

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	6.600
lineItemTotal:	165.000
requestedShipDate:	2021-03-15 09:02:06
Program:	
name:	NSK
productId:	ST4716
customerProductId:	2003680300001
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00ST4716BLK
customerSupplied:	No
locationLinkId:	s
Quantity:	
value:	25
uom:	EA
Configuration:	
referenceNumber:	5916148
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	On Clip
Decorations:	
decorationId:	1
decorationName:	Pad Printed
Artwork:	
instructions:	Decoration Dimensions: max   Print on clip so a right-handed person can read it. Please email proof prior to production
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	black
description:	black
color:	black
fileName:	NSK bw.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email
locationLinkId:	2

locationId:  
locationName: Centered  
Decorations:  
decorationId:  
decorationName: Deboss  
Artwork:  
instructions: Decoration Dimensions: 2" WIDE | Deboss  
journal-centered at bottom of cover between  
spine & elastic 2" wide. Please email proof prior  
to production  
fileName: NSK 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