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Purchase Order:	6387763	Order Date:	2021-05-25
Total Amount:	1,195.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

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Digital Proof Request:

required:	Yes
type:	Email
email:	nicole.ayers@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:	NICOLE AYERS
address1:	1520 Albany Place SE
city:	Orange City
region:	IA
postalCode:	51041
country:	US
email:	nicole.ayers@staples.com
phone:	7127370996

Contact Type:	Sales
attentionTo:	LIZZIE MASKE
address1:	665 WEST NORTH AVE, SUITE 200
city:	LOMBARD
region:	IL
postalCode:	60148
country:	US

phone: 3194313900

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Order Shipments:

ContactDetails:

attentionTo: JAY DEVEREUX  
companyName: RICOH MANAGED SERVICES  
addressLines: 6300 DIAGONAL HWY BLDG 5  
THINK KITS - AIMEE ATKINSON  
city: BOULDER  
state: CO  
postalCode: 803019270  
country: US  
email: jay.devereux@ricoh-usa.com  
phone: 6633237000

ThirdPartyAccount:

accountNumber: 79V822  
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: 6387763

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS  
service: GROUND

comments:

Under 501 lbs: Ship via: UPS GROUND-  
COMM-3rd Party Bill SPP Account#: 79V822  
\*\*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:	Smooth/dotted/Magna Centre Sewn Notebook
lineType:	Reference
Quantity:	
value:	500
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	2.390
lineItemTotal:	1195.000
requestedShipDate:	2021-06-09 12:06:27
requestedInHandsDate:	2021-06-15 12:06:27
Program:	
name:	IBMMN
endCustomerSalesOrder:	021692670
productId:	SC306
customerProductId:	D020-2738
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00SC3060SDOT
customerSupplied:	No
locationLinkId:	s

Quantity:	
value:	500
uom:	EA
Configuration:	
referenceNumber:	6315715
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	12
locationName:	Front
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	THINK
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	.3846
width:	1.5000
locationLinkId:	2
locationId:	
locationName:	Back
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	IBM
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes

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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