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Purchase Order:	6404432	Order Date:	2021-06-08
Total Amount:	403.58	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

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Digital Proof Request:

required:	Yes
type:	Email
email:	adam.maddox@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:	ERIC BURTIN
address1:	7500 West 110th Street
city:	Overland Park
region:	KS
postalCode:	66210
country:	US
email:	Eric.Burtin@staples.com
phone:	9133193100

Contact Type:	Sales
attentionTo:	SAMANTHA PECK
address1:	20448 S HUNTER DRIVE
city:	FRANKFORT
region:	IL
postalCode:	60423
country:	US

phone: 7085413664

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Order Shipments:

ContactDetails:

attentionTo: ALANNA WITHERSPOON  
companyName: MALCOLM X COLLEGE  
addressLines: 1900 W. JACKSON STREET  
OFFICE OF THE PRESIDENT  
city: CHICAGO  
state: IL  
postalCode: 60612  
country: US  
email: awitherspoon5@ccc.edu  
phone: 3128507031

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: 6404432

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:	Red/Leather Card Case & Key Ring Gift S
lineType:	New
Quantity:	
value:	36
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	9.450
lineItemTotal:	403.580
requestedShipDate:	2021-06-24 15:45:57
requestedInHandsDate:	2021-06-30 15:45:57
Program:	
name:	CCOLL
endCustomerSalesOrder:	021795865
productId:	G621
customerProductId:	P010-8465
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G62100RED
customerSupplied:	No
locationLinkId:	1

Quantity:	
value:	36
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Centered
Decorations:	
decorationId:	
decorationName:	Laser Engraving
Artwork:	
description:	MALCOLM X LOGO
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Charges:	
chargeId:	610
chargeName:	Laser Engrave Set Up Charge
description:	
chargeType:	Setup
unitPrice:	42.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
chargeId:	640
chargeName:	Laser Engrave Run Chrg-Dec Loc x Qty
description:	
chargeType:	Run
unitPrice:	.594
extendedPrice:	
Quantity:	
value:	36
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