
Purchase Order:	6561125	Order Date:	2021-10-11
Total Amount:	1,220.10	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

Digital Proof Request:

required:	Yes
type:	Email
email:	katie.wenzelman@staples.com
lineItemGroupingId:	1

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:	SL
attentionTo:	KATIE WENZELMAN
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	katie.wenzelman@staples.com
phone:	3146923066

Contact Type:	Sales
attentionTo:	DONNA ARMSTRONG
address1:	3970 CLAY STREET
city:	SAN FRANCISCO
region:	CA
postalCode:	94118
country:	US

phone: 4156093644

Order Shipments:

ContactDetails:

attentionTo: TIMOTHY HOWE-NICKS
companyName: TOYOTA
addressLines: 16 HENDERSON DR
city: WEST CALDWELL
state: NJ
postalCode: 070066677
country: US
email: timothy.howe@toyota.com
phone: 7742730696

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: 6561125

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!!

Order Items:

lineNumber:	1
description:	Silver/NeoSkin Hard Cover Journal - 5"x 8"
lineType:	New
Quantity:	
value:	150
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	6.600
lineItemTotal:	1140.000
requestedShipDate:	2021-10-25 15:21:18
requestedInHandsDate:	2021-10-28 15:21:18
Program:	
name:	TOYOL
endCustomerSalesOrder:	022552405
productId:	ST4157
customerProductId:	D020-10464
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4157SLV
customerSupplied:	No
description:	Silver/NeoSkin Hard Cover Journal - 5"x 8"

locationLinkId:	1
Quantity:	
value:	150
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	15
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	VERTICAL TOYOTA OLYMPIC TRIPOSITE
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Charges:	
chargeId:	310
chargeName:	Debossing / Embossing Set-Up Charge
description:	
chargeType:	Setup
unitPrice:	60.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
chargeId:	330
chargeName:	Debossing / Embossing Run Charge
description:	
chargeType:	Run
unitPrice:	.600
extendedPrice:	
Quantity:	
value:	150
uom:	EA
lineNumber:	5
description:	Silver/Axel Plastic Pen/Stylus/Phone Stand
lineType:	New
Quantity:	
value:	150
uom:	EA
ToleranceDetails:	

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.534
lineItemTotal:	80.100
requestedShipDate:	2021-10-25 15:21:18
requestedInHandsDate:	2021-10-28 15:21:18
Program:	
name:	TOYOL
endCustomerSalesOrder:	022552405
productId:	i139
customerProductId:	W030-11051
lineItemGroupId:	5
Parts:	
partGroup:	1
partId:	00I13900SLV
customerSupplied:	No
description:	Silver/Axel Plastic Pen/Stylus/Phone Stand
locationLinkId:	1
Quantity:	
value:	150
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	Barrel - Centered
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	TOYOTA
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes

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