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Purchase Order:	6564727	Order Date:	2021-10-13
Total Amount:	18,933.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

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Digital Proof Request:  
required: Yes  
type: Email  
email: Tiffany.Olson@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: TIFFANY OLSON  
address1: 1520 Albany Place SE  
city: Orange City  
region: IA  
postalCode: 51041  
country: US  
email: Tiffany.Olson@Staples.com  
phone: 7127370818

Contact Type: Sales  
attentionTo: ED BELLAMY JR  
address1: 1318 SUMMER GATE  
city: ST LOUIS  
region: MO  
postalCode: 63026  
country: US

phone: 3149206183

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Order Shipments:

ContactDetails:

attentionTo: JULIE JUMP  
companyName: 1ADM  
addressLines: 1260 PACIFIC AVE  
city: ERLANGER  
state: KY  
postalCode: 410181263  
country: US  
phone: 5555555555

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: 6564727

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:	Black/Chrome/Renzo Pen & Pencil Set
lineType:	New
Quantity:	
value:	1500
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	12.000
lineItemTotal:	18933.000
requestedShipDate:	2021-10-27 13:52:40
requestedInHandsDate:	2021-11-01 13:52:40
Program:	
name:	ADMID
endCustomerSalesOrder:	022567479
productId:	G4005
customerProductId:	W095-6522
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G4005BKCH
customerSupplied:	No
description:	Black/Chrome/Renzo Pen & Pencil Set

locationLinkId:	s
Quantity:	
value:	1500
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	6
locationName:	METAL PLATE CENTER
Decorations:	
decorationId:	1
decorationName:	Laser Engraving
Artwork:	
description:	ADM ADM1
instructions:	PLEASE REFER TO APPROVED VIRTUAL- ADM REV1_093311
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
locationLinkId:	2
locationId:	2
locationName:	Beside Clip
Decorations:	
decorationId:	1
decorationName:	Laser Engraving
Artwork:	
description:	ADM 1ADM
instructions:	PLEASE REFER TO APPROVED VIRTUAL- ADM REV1_093311
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:	1500
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