

---

Purchase Order:	6573890	Order Date:	2021-10-20
Total Amount:	162.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

---

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:	TEQUILA DOUGLAS
address1:	7500 West 110th Street
city:	Overland Park
region:	KS
postalCode:	66210
country:	US
email:	Tequila.Douglas@Staples.com
phone:	9133194553

Contact Type:	Sales
attentionTo:	HOUSE ACCOUNTS-INTERNAL
address1:	7500 W 110TH ST
city:	OVERLAND PARK
region:	KS
postalCode:	66210
country:	US

---

Order Shipments:

ContactDetails:

companyName:	MISSY REYNOLDS
addressLines:	222 N SANTA FE AVE

city: FOUNTAIN  
state: CO  
postalCode: 808171931  
country: US  
email: astarnes@fountainpd.com  
phone: 7193824207  
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: 6573890  
packingListRequired: Yes  
blindShip: Yes  
allowConsolidation: No  
FreightDetails:  
carrier: UPS  
service: GROUND  
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: Blue/Dawson Ballpoint Pen  
lineType: New  
Quantity:  
    value: 500  
    uom: EA

ToleranceDetails:

    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: .324  
lineItemTotal: 162.000  
requestedShipDate: 2021-10-08 09:07:25  
requestedInHandsDate: 2021-10-11 09:07:25

Program:

    name: SPPCO  
endCustomerSalesOrder: 022610351  
productId: G1276  
customerProductId: 576621  
lineItemGroupId: 1

Parts:

    partGroup: 1  
    partId: 00G12760BLU  
    customerSupplied: No  
    description: Blue/Dawson Ballpoint Pen  
    locationLinkId: 1  
Quantity:  
    value: 500  
    uom: EA

Configuration:

preProductionProof: No

Locations:

locationLinkId: 1  
locationId: 1  
locationName: Side of Barrel

Decorations:

decorationId: 1  
decorationName: 4-Color Process

Artwork:

description: SPPCO-STAPLESPROMO.COM

Dimensions:

geometry: Rectangle  
useMaxLocationDimensions: No  
height: .2500

width: 1.0590  
Layers:  
colorSystem: Other  
LayerOrStops:  
nameOrNumber: See EPS File  
description: See EPS File  
color: See EPS File  
fileName: Art  
artworkType: ProductionReady  
fileLocation: <https://tinyurl.com/y8pt2j4v>  
transportMechanism: Url  
fileName: Virtual  
artworkType: VirtualProof  
fileLocation: [https://designer.artifi.net/Designer/Services/GetP  
reviewImage?websiteId=136&webApiClientKey=  
5dd78a25-c22d-4ffe-a36e-  
b803f90702af&customizedProductId=10914918  
&angleId=186029&isThumbnail=False](https://designer.artifi.net/Designer/Services/GetP<br/>reviewImage?websiteId=136&webApiClientKey=<br/>5dd78a25-c22d-4ffe-a36e-<br/>b803f90702af&customizedProductId=10914918<br/>&angleId=186029&isThumbnail=False)  
transportMechanism: Url

---

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:

SPPONE