

---

Purchase Order:	6663025	Order Date:	2021-12-20
Total Amount:	622.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

---

Digital Proof Request:

required:	Yes
type:	Email
email:	casey.peters@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:	KC
attentionTo:	CASEY PETERS
address1:	7500 West 110th Street
city:	Overland Park
region:	KS
postalCode:	66210
country:	US
email:	casey.peters@staples.com
phone:	9133193100

Contact Type:	Sales
attentionTo:	KELSEY EVANS
address1:	7500 WEST 110TH ST
city:	OVERLAND PARK
region:	KS
postalCode:	66210
country:	US

phone: 9132065654

---

Order Shipments:

ContactDetails:

attentionTo: H&R BLOCK COUPA  
companyName: H&R BLOCK COUPA  
addressLines: XXXXX  
city: OVERLAND PARK  
state: KS  
postalCode: 66210  
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: 6663025

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:	Gray/Nomad Must Haves Messenger
lineType:	New
Quantity:	
value:	30
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	17.400
lineItemTotal:	622.000
requestedShipDate:	2022-01-05 10:12:29
requestedInHandsDate:	2022-01-07 10:12:29
Program:	
name:	HRBLK
endCustomerSalesOrder:	023057044
productId:	BG400
customerProductId:	B095-3198
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00BG4000GRY
customerSupplied:	No
description:	Gray/Nomad Must Haves Messenger

locationLinkId:	1
Quantity:	
value:	30
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	1
locationName:	CENTERED ON CLOSING FLAP
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	H&R BLOCK ACCELERATE
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	FULL COLOR
description:	H&R BLOCK ACCELERATE
color:	FULL COLOR
Charges:	
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	100.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA

---

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