
Purchase Order:	6697107	Order Date:	2022-01-24
Total Amount:	1,599.60	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: Michelle.Tack@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: MICHELLE TACK
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US
email: Michelle.Tack@Staples.com
phone: 4198612084

Contact Type: Sales
attentionTo: LIZZIE MASKE
address1: 665 WEST NORTH AVE, SUITE 200
city: LOMBARD
region: IL
postalCode: 60148
country: US

phone: 3194313900

Order Shipments:

ContactDetails:

attentionTo: GUEST:NELLIE MCKAY C/O FEDEX O
companyName: GAYLORD ROCKIES RESORT & CONV
addressLines: 6700 N GAYLORD ROCKIES BLVD
OPTUM PPF 2022 STAPLES
city: AURORA
state: CO
postalCode: 800192198
country: US
phone: 6128750810

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: 6697107

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:	White/Coloring Book Set
lineType:	New
Quantity:	
value:	400
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	3.300
lineItemTotal:	1599.600
requestedShipDate:	2022-02-28 14:29:21
requestedInHandsDate:	2022-03-07 14:29:21
Program:	
name:	UNOPT
endCustomerSalesOrder:	023241497
productId:	EC404
customerProductId:	P095-4980
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00EC4040000
customerSupplied:	No
description:	White/Coloring Book Set

locationLinkId:	1
Quantity:	
value:	400
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	OPTUM
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
fileName:	Art
artworkType:	ProductionReady
fileLocation:	https://mb.staplespromoproducts.com:443/p/index.php/webshare/a126c06bf28c4cb89fc7c346b46b6e95/false/webshare/a126c06bf28c4cb89fc7c346b46b6e95/OPTUM+FULL+COLOR++504458++1oshV.eps
transportMechanism:	Url
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.594
extendedPrice:	
Quantity:	
value:	400
uom:	EA
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	42.000
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.*****
ORDER CANNOT ARRIVE BEFORE 3/4/22 OR
AFTER 3/7/22 *****

salesChannel:

SPECIAL ORDER