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|                 |         |                |            |
|-----------------|---------|----------------|------------|
| Purchase Order: | 6703339 | Order Date:    | 2022-01-28 |
| Total Amount:   | 990.00  | Currency:      | USD        |
| Is Rush Order:  | No      | Payment Terms: | NET45      |

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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<br>04-3390816 A/P Phone: 913-319-3100 |

|                 |                           |
|-----------------|---------------------------|
| Contact Type:   | Expeditor                 |
| Account Number: | KC                        |
| attentionTo:    | NELSON MILLER             |
| address1:       | 7500 West 110th Street    |
| city:           | Overland Park             |
| region:         | KS                        |
| postalCode:     | 66210                     |
| country:        | US                        |
| email:          | nelson.miller@staples.com |
| phone:          | 9133194757                |

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Order Shipments:

ContactDetails:

|               |                                          |
|---------------|------------------------------------------|
| companyName:  | XPEDITE FULFILLMENT                      |
| addressLines: | C/O SHIP CENTRAL<br>8152 S WELBY PARK DR |
| city:         | WEST JORDAN                              |
| state:        | UT                                       |
| postalCode:   | 840885911                                |
| country:      | US                                       |
| email:        | DANR@SHIPCENTRAL.COM                     |
| phone:        | 888-775-5289                             |

ThirdPartyAccount:

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| accountNumber:       | 211A1R                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 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:      | 6703339                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| packingListRequired: | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| blindShip:           | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| allowConsolidation:  | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| FreightDetails:      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| carrier:             | UPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| service:             | GROUND                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                      | Under 501 lbs: Ship via: UPS GROUND-<br>COMM-3rd Party Bill SPP Account#: 211A1R<br>**Transporting hazardous materials or<br>dangerous goods are to be shipped on the<br>vendor's freight acct and conform to IATA and/or<br>PHMSA Regs. Power banks are classified as<br>standalone batteries a HazMat item The safe<br>transport of hazardous material and dangerous<br>goods contents is the legal responsibility of the<br>Shipper. Vendor shall bill SPP their discounted<br>freight-published rates will not be accepted.***<br>***Haz Mat shipping directions supersede any<br>other directions if shipping Haz Mat/Dangerous<br>Goods*** **If 501 to 8,000 LBS: Route per 'SPP<br>LTL ROUTING MATRIX.xlsx' ---FREIGHT TERMS<br>ARE 3RD PARTY BILL: Please see address below-<br>-- **Over 8,000 LBS: Email<br>freightrouting@staples.com 48 hours prior to<br>shpg for Routing Instructions !!STAPLES PROMO<br>PRODUCT'S PO# must be entered in 1st<br>REFERENCE FIELD or on the Bill of Lading!! |
| comments:            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|-------------------|----------------------|
| Order Items:      |                      |
| lineNumber:       | 1                    |
| description:      | Spiral Notebook Blue |
| lineType:         | Repeat               |
| Quantity:         |                      |
| value:            | 300                  |
| uom:              | EA                   |
| ToleranceDetails: |                      |

|                        |                               |
|------------------------|-------------------------------|
| tolerance:             | ExactOnly                     |
| allowPartialShipments: | No                            |
| unitPrice:             | 3.300                         |
| lineItemTotal:         | 990.000                       |
| requestedShipDate:     | 2022-02-08 12:32:39           |
| Program:               |                               |
| name:                  | IMHEA                         |
| productId:             | ST36                          |
| customerProductId:     | 2003653110001                 |
| lineItemGroupId:       | 1                             |
| Parts:                 |                               |
| partGroup:             | 1                             |
| partId:                | 00ST3600BLU                   |
| customerSupplied:      | No                            |
| description:           | Spiral Notebook               |
| locationLinkId:        | 1                             |
| Quantity:              |                               |
| value:                 | 300                           |
| uom:                   | EA                            |
| Configuration:         |                               |
| referenceNumber:       | 6674942                       |
| referenceNumberType:   | PurchaseOrder                 |
| preProductionProof:    | No                            |
| Locations:             |                               |
| locationLinkId:        | 1                             |
| locationId:            | 6                             |
| locationName:          | Centered on Front             |
| Decorations:           |                               |
| decorationId:          | 1                             |
| decorationName:        | Silk Screened                 |
| Artwork:               |                               |
| instructions:          | Decoration Dimensions: 3.25"w |
| Layers:                |                               |
| colorSystem:           | Other                         |
| LayerOrStops:          |                               |
| nameOrNumber:          | WHITE                         |
| description:           | WHITE                         |
| color:                 | WHITE                         |
| fileName:              | IM HC S BW.EPS                |
| artworkType:           | ProductionReady               |
| fileLocation:          | Email                         |
| transportMechanism:    | Email                         |

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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:

PROGRAM