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|-----------------|---------|----------------|------------|
| Purchase Order: | 6715382 | Order Date: | 2022-02-09 |
| Total Amount: | 165.00 | Currency: | USD |
| Is Rush Order: | No | Payment Terms: | NET45 |

Digital Proof Request:
required: Yes
type: Email
email: erica.vangorp@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: OC
attentionTo: ERICA VAN GORP
address1: 1520 Albany Place SE
city: Orange City
region: IA
postalCode: 51041
country: US
email: erica.vangorp@staples.com
phone: 7127370936

Contact Type: Sales
attentionTo: WIL CORMIER
address1: 4530 HAVILAND FALLS DRIVE
city: HUMBLE
region: TX
postalCode: 77396
country: US

phone: 8322570493

Order Shipments:

ContactDetails:

companyName: DAN SCHWEIZER
addressLines: 310 HUME ST
city: ALLENHURST
state: NJ
postalCode: 077111035
country: US
email: dan.schweizer@sunnova.com
phone: 7326881277

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: 6715382

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS
service: GROUND

comments:

Under 501 lbs: Ship via: UPS GROUND-RES-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/Donald Soft Cover Single Meeting Jo
lineType: New
Quantity:
 value: 50
 uom: EA
ToleranceDetails:
 tolerance: ExactOnly
allowPartialShipments: No
unitPrice: 3.300
lineItemTotal: 165.000
requestedShipDate: 2022-02-25 09:41:42
requestedInHandsDate: 2022-03-04 09:41:42
Program:
 name: SNOVA
endCustomerSalesOrder: 023339234
productId: ST4182
customerProductId: D020-13815
lineItemGroupingId: 1
Parts:
 partGroup: 1
 partId: 00ST4182BLU
 customerSupplied: No
 description: Blue/Donald Soft Cover Single Meeting Jo
 locationLinkId: 1

Quantity:
value: 50
uom: EA

Configuration:
preProductionProof: No

Locations:
locationLinkId: 1
locationId: 8
locationName: CENTERED ON FRONT

Decorations:
decorationId: 1
decorationName: Deboss

Artwork:
description: SUNNOVA

Dimensions:
geometry: Other
useMaxLocationDimensions: Yes

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