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Purchase Order:	6795039	Order Date:	2022-04-08
Total Amount:	331.50	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: sharon.caldwell@staples.com  
lineItemGroupingId: 1

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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  
04-3390816 A/P Phone: 913-319-3100

Contact Type: Expeditor  
Account Number: KC  
attentionTo: SHARON CALDWELL  
address1: 7500 West 110th Street  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: sharon.caldwell@staples.com  
phone: 9133194402

Contact Type: Sales  
attentionTo: BETSY GREEN  
address1: 411 W. ONTARIO #425  
city: CHICAGO  
region: IL  
postalCode: 60654  
country: US

phone: 3128484534

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Order Shipments:

ContactDetails:

attentionTo: JACKIE SCHMIDT  
companyName: ZURICH AMERICAN INSURANCE COMP  
addressLines: 3619 PROVENCE DR  
city: SAINT CHARLES  
state: IL  
postalCode: 601751094  
country: US  
email: jackie.schmidt@zurichna.com  
phone: 0000000009

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: 6795039

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!!

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Order Items:

lineNumber:	1
description:	Gray/Aqua Journal Combo
lineType:	New
Quantity:	
value:	35
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	8.100
lineItemTotal:	331.500
requestedShipDate:	2022-04-22 11:54:15
requestedInHandsDate:	2022-04-28 11:54:15
Program:	
name:	ZUR
endCustomerSalesOrder:	023731559
productId:	EC3572
customerProductId:	D020-1308
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00EC3572GRY
customerSupplied:	No
description:	Gray/Aqua Journal Combo
locationLinkId:	1

Quantity:	
value:	35
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	7
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	ZURICH CONSTRUCTION VERTICAL
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	WHITE
description:	ZURICH CONSTRUCTION
color:	WHITE
Charges:	
chargeId:	950
chargeName:	Screenprint Set Up
description:	
chargeType:	Setup
unitPrice:	48.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA

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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:

SPECIAL ORDER