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Purchase Order:	6821347	Order Date:	2022-04-27
Total Amount:	741.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: lovie.roberts@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: SL  
attentionTo: LOVIE ROBERTS  
address1: 8610 Page Ave, Suite A  
city: St. Louis  
region: MO  
postalCode: 63114  
country: US  
email: lovie.roberts@staples.com  
phone: 3146923020

Contact Type: Sales  
attentionTo: GENEVIEVE CASHMAN  
address1: 7822 DAVIDSON CT  
city: INVER GROVE HTS  
region: MN  
postalCode: 55076  
country: US

phone: 6515032287

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Order Shipments:

ContactDetails:

attentionTo: LUZ MOLINA (RO\_VH\_02\_215)  
companyName: MAYO CLINIC  
addressLines: 3425 40TH AVE NW  
city: ROCHESTER  
state: MN  
postalCode: 559012700  
country: US  
phone: 0000000000

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: 6821347

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!!

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Order Items:

lineNumber:	1
description:	White/Felix ballpoint pen
lineType:	New
Quantity:	
value:	500
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.194
lineItemTotal:	741.000
requestedShipDate:	2022-05-11 15:07:52
requestedInHandsDate:	2022-05-16 15:07:52
Program:	
name:	MAYOC
endCustomerSalesOrder:	023889694
productId:	G3158
customerProductId:	W030-15653
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G31580WHT
customerSupplied:	No
description:	White/Felix ballpoint pen

locationLinkId:	1
Quantity:	
value:	500
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	2
locationName:	Beside Clip
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	RHCP LOGO
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	BLUE
description:	ICON/RHCP
color:	BLUE
nameOrNumber:	ORANGE
description:	ICON
color:	ORANGE
nameOrNumber:	LT GREEN
description:	ICON
color:	LT GREEN
nameOrNumber:	RED
description:	ICON
color:	RED
nameOrNumber:	YELLOW
description:	ICON
color:	YELLOW
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.240
extendedPrice:	
Quantity:	

value:	500
uom:	EA
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	24.000
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