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|-----------------|---------|----------------|------------|
| Purchase Order: | 6825405 | Order Date: | 2022-04-29 |
| Total Amount: | 337.50 | Currency: | USD |
| Is Rush Order: | Yes | Payment Terms: | NET45 |

Digital Proof Request:
required: Yes
type: Email
email: whitney.ball@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: WHITNEY BALL
address1: 1520 Albany Place SE
city: Orange City
region: IA
postalCode: 51041
country: US
email: whitney.ball@staples.com
phone: 7127374925

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

phone: 8322570493

Order Shipments:

ContactDetails:

attentionTo: ROSA ROJAS
companyName: SUNNOVA
addressLines: 20 GREENWAY PLZ STE 540
city: HOUSTON
state: TX
postalCode: 770462015
country: US
email: rosa.rojas@sunnova.com
phone: 2819859904

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: 6825405

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: | Orange/Neoskin Soft Cover Journal |
| lineType: | New |
| Quantity: | |
| value: | 75 |
| uom: | EA |
| ToleranceDetails: | |
| tolerance: | ExactOnly |
| allowPartialShipments: | No |
| unitPrice: | 4.500 |
| lineItemTotal: | 337.500 |
| requestedShipDate: | 2022-05-13 16:43:13 |
| requestedInHandsDate: | 2022-05-17 16:43:13 |
| Program: | |
| name: | SNOVA |
| endCustomerSalesOrder: | 023907487 |
| productId: | ST4158 |
| customerProductId: | D020-11805 |
| lineItemGroupingId: | 1 |
| Parts: | |
| partGroup: | 1 |
| partId: | 00ST4158ORG |
| customerSupplied: | No |
| description: | Orange/Neoskin Soft Cover Journal |

| | |
|---------------------------|---|
| locationLinkId: | 1 |
| Quantity: | |
| value: | 75 |
| uom: | EA |
| Configuration: | |
| preProductionProof: | No |
| Locations: | |
| locationLinkId: | 1 |
| locationId: | 12 |
| locationName: | Centered front between edge and elastic |
| Decorations: | |
| decorationId: | 1 |
| decorationName: | Screenprint/Silkscreen |
| Artwork: | |
| description: | SUNNOVA |
| Dimensions: | |
| geometry: | Other |
| useMaxLocationDimensions: | Yes |
| Layers: | |
| colorSystem: | Other |
| LayerOrStops: | |
| nameOrNumber: | WHITE |
| description: | SUNNOVA |
| color: | WHITE |

| | |
|-----------------------|---|
| 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 |