

---

|                 |         |                |            |
|-----------------|---------|----------------|------------|
| Purchase Order: | 6840355 | Order Date:    | 2022-05-10 |
| Total Amount:   | 330.00  | Currency:      | USD        |
| Is Rush Order:  | No      | Payment Terms: | NET45      |

---

Digital Proof Request:

|                     |                         |
|---------------------|-------------------------|
| required:           | Yes                     |
| type:               | Email                   |
| email:              | Raegan.Shaw@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<br>04-3390816 A/P Phone: 913-319-3100 |

|                 |                         |
|-----------------|-------------------------|
| Contact Type:   | Expeditor               |
| Account Number: | KC                      |
| attentionTo:    | RAEGAN SHAW             |
| address1:       | 7500 West 110th Street  |
| city:           | Overland Park           |
| region:         | KS                      |
| postalCode:     | 66210                   |
| country:        | US                      |
| email:          | Raegan.Shaw@Staples.com |
| phone:          | 9133194466              |

|               |               |
|---------------|---------------|
| Contact Type: | Sales         |
| attentionTo:  | EILEEN MARTIN |
| address1:     | 3 LOVERS LANE |
| city:         | MEDFORD       |
| region:       | NY            |
| postalCode:   | 11763         |
| country:      | US            |

phone: 5168529108

---

Order Shipments:

ContactDetails:

attentionTo: ROBIN THORNTON  
companyName: MSKCC  
addressLines: 15 HILLSIDE AVE  
city: VALHALLA  
state: NY  
postalCode: 105952107  
country: US  
email: thorntr1@mskcc.org  
phone: 6468886628

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: 6840355

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:           | White/Neoskin Hard Cover Journal |
| lineType:              | New                              |
| Quantity:              |                                  |
| value:                 | 50                               |
| uom:                   | EA                               |
| ToleranceDetails:      |                                  |
| tolerance:             | ExactOnly                        |
| allowPartialShipments: | No                               |
| unitPrice:             | 6.600                            |
| lineItemTotal:         | 330.000                          |
| requestedShipDate:     | 2022-05-24 14:02:16              |
| requestedInHandsDate:  | 2022-05-30 14:02:16              |
| Program:               |                                  |
| name:                  | MSKCC                            |
| endCustomerSalesOrder: | 024007011                        |
| productId:             | ST4143                           |
| customerProductId:     | D030-12013                       |
| lineItemGroupingId:    | 1                                |
| Parts:                 |                                  |
| partGroup:             | 1                                |
| partId:                | 00ST4143WHT                      |
| customerSupplied:      | No                               |
| description:           | White/Neoskin Hard Cover Journal |

|                           |                                          |
|---------------------------|------------------------------------------|
| locationLinkId:           | 1                                        |
| Quantity:                 |                                          |
| value:                    | 50                                       |
| uom:                      | EA                                       |
| Configuration:            |                                          |
| preProductionProof:       | No                                       |
| Locations:                |                                          |
| locationLinkId:           | 1                                        |
| locationId:               | 29                                       |
| locationName:             | Centered front between edge and elastic  |
| Decorations:              |                                          |
| decorationId:             | 1                                        |
| decorationName:           | Screenprint/Silkscreen                   |
| Artwork:                  |                                          |
| description:              | MSKCC SEC AMB PROGRAM+MAKING SEC SIMPLER |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |