Purchase Order:	6847509	Order Date:	2022-05-16
Total Amount:	2,700.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45
Digital Proof Reques	t:		
required:		Yes	
type:		Email lovie.roberts@staples.com	
email:			
lineItemGroupingId:		1	
Order Contacts:			
Contact Type:		Bill	
Account Name:		STAPLES PROMOTIONAL PRODUCTS, A/P D	
attentionTo:		STAPLES PROMOTIO	ONAL PRODUCTS, A/P D
address1:		7500 West 110th Str	eet
city:		<b>Overland Park</b>	
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 CASHM	
address1:		7822 DAVIDSON CT	
city:		INVER GROVE HTS	
region:		MN	
postalCode:		55076	
country:		US	

Order Shipments:		
ContactDetails:		
attentionTo:	LYNETTE OSTREM	
companyName:	THOMSON REUTERS	
addressLines:	610 OPPERMAN DR	
city:	SAINT PAUL	
state:	MN	
postalCode:	551231340	
country:	US	
email:	lynette.ostrem@tr.com	
phone:	6516877209	
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:	6847509	
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 classfied 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: description: lineType: Quantity: value: uom: **ToleranceDetails:** tolerance: allowPartialShipments: unitPrice: lineItemTotal: requestedShipDate: requestedInHandsDate: Program: name: endCustomerSalesOrder: productId: customerProductId: lineItemGroupingId: Parts: partGroup: partId: customerSupplied: description:

1 Black/Donald Hard Cover Journal New 375 EA ExactOnly No 6.600 2700.000 2022-06-14 14:41:35 2022-06-17 14:41:35 TR 024051225 ST4177 D020-8128 1 1 00ST4177BLK No Black/Donald Hard Cover Journal

Quantity:  375    vom:  EA    Configuration:  EA    preProductionProof:  No    Locations:  I    locationLinkId:  1    locationName:  Centered front between edge and elastic    Decorations:  E    decorationId:  1    decorationName:  Deboss    Artwork:  E    description:  TR CONFERENCE LOGO    instructions:  PENDING ART, WILL EMAIL WEEK OF 5/2    Dimensions:  Yes    geometry:  Other    useMaxLocationDimensions:  Yes    chargeName:  Oabossing / Embossing Run Charge    description:  GeorgeType:    intPrice:  Run    unitPrice:  Good    extendedPrice:  Quantity:    value:  375	locationLinkId:	1
uom:  EA    Configuration:  No    preProductionProof:  No    locations:  1    locationLinkId:  1    locationName:  Centered front between edge and elastic    Decorations:  1    decorationName:  Deboss    decorationName:  Deboss    decorationName:  Deboss    decorationName:  Deboss    decorationName:  Deboss    description:  TR CONFERENCE LOGO    instructions:  PENDING ART, WILL EMAIL WEEK OF 5/2    Dimensions:  Yes    geometry:  Other    useMaxLocationDimensions:  Yes    chargeId:  330    chargeIne:  ChargeType:    description:  Exponsions:    chargeType:  Run    unitPrice:  .600    extendedPrice:	Quantity:	
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description:TR CONFERENCE LOGOinstructions:PENDING ART, WILL EMAIL WEEK OF 5/2Dimensions:PENDING ART, WILL EMAIL WEEK OF 5/2geometry:OtheruseMaxLocationDimensions:YesCharges:YeschargeId:330chargeName:Debossing / Embossing Run Chargedescription:.600extendedPrice:.600Quantity:	decorationName:	Deboss
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chargeId: 330 chargeName: Debossing / Embossing Run Charge description: chargeType: Run unitPrice: .600 extendedPrice: Quantity:	useMaxLocationDimensions:	Yes
chargeName: Debossing / Embossing Run Charge description: chargeType: Run unitPrice: .600 extendedPrice: Quantity:	Charges:	
description: chargeType: Run unitPrice: .600 extendedPrice: Quantity:	chargeId:	330
chargeType: Run unitPrice: .600 extendedPrice: Quantity:	chargeName:	Debossing / Embossing Run Charge
unitPrice: .600 extendedPrice: Quantity:	description:	
extendedPrice: Quantity:	chargeType:	Run
Quantity:	unitPrice:	.600
	extendedPrice:	
value: 375	Quantity:	
	value:	375
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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