
Purchase Order:	6879724	Order Date:	2022-06-09
Total Amount:	73.50	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:

required:	Yes
type:	Email
email:	Lynn.Caskey@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:	KC
attentionTo:	LYNN CASKEY
address1:	7500 West 110th Street
city:	Overland Park
region:	KS
postalCode:	66210
country:	US
email:	Lynn.Caskey@Staples.com
phone:	4198612078

Contact Type:	Sales
attentionTo:	SHANNAN BEASON
address1:	6013 DRAKE COURT
city:	KATY
region:	TX
postalCode:	77493
country:	US

phone: 8324966972

Order Shipments:

ContactDetails:

attentionTo: SHANNON GUNTER
companyName: TH ADULT CARE/ HEDGCOX HLT PLZ
addressLines: 2100 HEDGCOXE RD STE 100
PO 5G00029232
city: PLANO
state: TX
postalCode: 750253183
country: US
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: 6879724

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:	Blue/Gigi Ballpoint Pen
lineType:	New
Quantity:	
value:	250
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.294
lineItemTotal:	73.500
requestedShipDate:	2022-06-23 14:45:21
requestedInHandsDate:	2022-06-28 14:45:21
Program:	
name:	TEXPG
endCustomerSalesOrder:	024218663
productId:	G1264
customerProductId:	W030-11407
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G12640BLU
customerSupplied:	No
description:	Blue/Gigi Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	250
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	ENLARGED AREA SIDE OF BARREL
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	TH ADULT CARE
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	WHITE
description:	LOGO
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