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Purchase Order:	6883754	Order Date:	2022-06-13
Total Amount:	507.44	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:

required:	Yes
type:	Email
email:	Lynn.Caskey@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:	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

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Order Shipments:

ContactDetails:

attentionTo: HILDA BANUELOS  
companyName: COSA - DEPT OF HUMAN SERVICES  
addressLines: 2805 E COMMERCE ST RM 17  
city: SAN ANTONIO  
state: TX  
postalCode: 782032201  
country: US  
email: hilda.banuelos@sanantonio.gov  
phone: 2102071467

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: 6883754

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:	Black/Donald Hard Cover Journal Combo
lineType:	New
Quantity:	
value:	35
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	8.100
lineItemTotal:	346.290
requestedShipDate:	2022-06-30 14:07:53
requestedInHandsDate:	2022-07-05 14:07:53
Program:	
name:	CMRS
endCustomerSalesOrder:	024239269
productId:	ST4734
customerProductId:	D020-8422
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4734BLK
customerSupplied:	No
description:	Black/Donald Hard Cover Journal Combo

locationLinkId:	1
Quantity:	
value:	35
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	11
locationName:	CENTERED ON FRONT TOP
Decorations:	
decorationId:	1
decorationName:	Laser Engraving
Artwork:	
description:	CITY OF SAN ANTONIO DEPT HUMAN SERVICES
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Charges:	
chargeId:	610
chargeName:	Laser Engrave Set Up Charge
description:	
chargeType:	Setup
unitPrice:	42.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
chargeId:	640
chargeName:	Laser Engrave Run Chrg-Dec Loc x Qty
description:	
chargeType:	Run
unitPrice:	.594
extendedPrice:	
Quantity:	
value:	35
uom:	EA
lineNumber:	6
description:	Black/Dawson Ballpoint Pen
lineType:	New
Quantity:	
value:	300
uom:	EA

ToleranceDetails:

tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: .324  
lineItemTotal: 97.200  
requestedShipDate: 2022-06-30 14:07:53  
requestedInHandsDate: 2022-07-05 14:07:53

Program:

name: CMRS  
endCustomerSalesOrder: 024239269  
productId: G1276  
customerProductId: W030-8422  
lineItemGroupId: 6

Parts:

partGroup: 1  
partId: 00G12760BLK  
customerSupplied: No  
description: Black/Dawson Ballpoint Pen  
locationLinkId: 1  
Quantity:  
value: 300  
uom: EA

Configuration:

preProductionProof: No

Locations:

locationLinkId: 1  
locationId: 1  
locationName: Side of Barrel

Decorations:

decorationId: 1  
decorationName: Four Color Process

Artwork:

description: COSA HUMAN SERVICES

Dimensions:

geometry: Other  
useMaxLocationDimensions: Yes

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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:

COMMERCIAL