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Purchase Order:	6953372	Order Date:	2022-08-04
Total Amount:	312.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: shane.taylor@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: SHANE TAYLOR  
address1: 7500 West 110th Street  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: shane.taylor@staples.com  
phone: 9133193100

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

phone: 5168529108

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Order Shipments:

ContactDetails:

attentionTo: NATALIE MADRAY  
companyName: FLEXSTAFF ADMIN  
addressLines: 1111 MARCUS AVE. STE MZ-214  
ETR. 5, RCVING, PO#7022037177  
city: MANHASSET  
state: NY  
postalCode: 11030  
country: US  
phone: 5164553024

ThirdPartyAccount:

accountNumber: 473376300  
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: 6953372

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: FEDEX  
service: GROUND

comments:

Under 501 lbs: Ship via: FEDEX GROUND-  
COMM-3rd Party Bill SPP Account#: 473376300  
\*\*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:	Green/Cynthia Ballpoint Pen
lineType:	New
Quantity:	
value:	520
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.600
lineItemTotal:	312.000
requestedShipDate:	2022-08-17 12:06:45
requestedInHandsDate:	2022-08-22 12:06:45
Program:	
name:	NSLIJ
endCustomerSalesOrder:	024565008
productId:	G1249
customerProductId:	W030-9202
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G12490GRN
customerSupplied:	No
description:	Green/Cynthia Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	520
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	2
locationName:	BESIDE CLIP
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	NW HEALTH + EAP + PHONE #
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	FULL COLOR
description:	LOGO
color:	FULL COLOR
fileName:	Art
artworkType:	ProductionReady
fileLocation:	<a href="https://mb.staplespromoproducts.com:443/p/index.php/webshare/7f3bc1a190fa4286a5042db5eff478fb/false/webshare/7f3bc1a190fa4286a5042db5eff478fb/EAP+PHONE">https://mb.staplespromoproducts.com:443/p/index.php/webshare/7f3bc1a190fa4286a5042db5eff478fb/false/webshare/7f3bc1a190fa4286a5042db5eff478fb/EAP+PHONE</a>
transportMechanism:	Url

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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