

---

Purchase Order:	6962941	Order Date:	2022-08-11
Total Amount:	1,680.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

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:	NELSON MILLER
address1:	7500 West 110th Street
city:	Overland Park
region:	KS
postalCode:	66210
country:	US
email:	nelson.miller@staples.com
phone:	9133194757

---

Order Shipments:

ContactDetails:

companyName:	STAPLES PROMOTIONAL PRODUCTS
addressLines:	1520 ALBANY PLACE SE RECEIVING DOCK, DRIVEWAY #3
city:	ORANGE CITY
state:	IA
postalCode:	510419678
country:	US
email:	GROUP-RECEIVINGLEADS@STAPLES.COM
phone:	712-737-0528

ThirdPartyAccount:

accountNumber: 211A1R  
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: 6962941  
packingListRequired: Yes  
blindShip: No  
allowConsolidation: No  
FreightDetails:  
carrier: UPS  
service: GROUND  
Under 501 lbs: Ship via: UPS GROUND-COMM-COLLECT Account#: 211A1R \*\*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 'SPP LTL ROUTING MATRIX.xlsx' ---FREIGHT TERMS ARE 3RD PARTY BILL: Please see 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 the Bill of Lading!!  
comments:

---

Order Items:  
lineNumber: 1  
description: Aqua Journal Combo Gray  
lineType: Repeat  
Quantity:  
value: 200  
uom: EA  
ToleranceDetails:

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	8.400
lineItemTotal:	1680.000
requestedShipDate:	2022-08-22 08:33:29
Program:	
name:	ZUR
productId:	EC3572
customerProductId:	2003662410001
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00EC3572GRY
customerSupplied:	No
description:	Aqua Journal Combo
locationLinkId:	s
Quantity:	
value:	200
uom:	EA
Configuration:	
referenceNumber:	6862763
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Next to Clip
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen
Artwork:	
instructions:	Decoration Dimensions: 1.5"W
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	BLACK
description:	BLACK
color:	BLACK
fileName:	Zurich w reg H bw.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email
locationLinkId:	2
locationId:	7

locationName:	Centered on Front
Decorations:	
decorationId:	1
decorationName:	Silk Screened
Artwork:	
instructions:	Decoration Dimensions: 3"W
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	WHITE
description:	WHITE
color:	WHITE
fileName:	Zurich w reg SR bw.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email

---

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:	PROGRAM