
Purchase Order:	6981544	Order Date:	2022-08-24
Total Amount:	156.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: hannah.hamrick@staples.com
lineItemGroupId: 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: SL
attentionTo: HANNAH HAMRICK
address1: 8610 Page Ave, Suite A
city: St. Louis
region: MO
postalCode: 63114
country: US
email: hannah.hamrick@staples.com
phone: 3146923033

Contact Type: Sales
attentionTo: GENEVIEVE CASHMAN
address1: 7822 DAVIDSON CT
city: INVER GROVE HTS
region: MN
postalCode: 55076
country: US

phone: 6515032287

Order Shipments:

ContactDetails:

attentionTo: KAREN HAMMELL
companyName: MAYO CLINIC
addressLines: 200 1ST ST SW
2-860 NASSEFF TOWER ST MARYS
city: ROCHESTER
state: MN
postalCode: 559050002
country: US
phone: 5072556219

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: 6981544

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:	Black/Rita Ballpoint Pen
lineType:	New
Quantity:	
value:	250
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.540
lineItemTotal:	156.000
requestedShipDate:	2022-09-07 16:46:52
requestedInHandsDate:	2022-09-21 16:46:52
Program:	
name:	MAYOC
endCustomerSalesOrder:	024684848
productId:	G1109
customerProductId:	W030-15653
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G11090BLK
customerSupplied:	No
description:	Black/Rita Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	250
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	2
locationName:	IN LINE WITH CLIP
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	MAYO CLINIC DEPARTMENT OF ANESTHESIOLOGY
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	WHITE
description:	WHOLE LOGO
color:	WHITE
fileName:	Art
artworkType:	ProductionReady
fileLocation:	https://mb.staplespromoproducts.com:443/p/index.php/webshare/6e96b137c4b74a5eb14e1cdd5aa4f240/false/webshare/6e96b137c4b74a5eb14e1cdd5aa4f240/pen
transportMechanism:	Url
Charges:	
chargeId:	950
chargeName:	Screenprint Set Up
description:	
chargeType:	Setup
unitPrice:	21.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA

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