
Purchase Order:	7021469	Order Date:	2022-09-23
Total Amount:	2,362.50	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: Maureen.McCorry@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: MAUREEN MCCORRY
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US
email: Maureen.McCorry@staples.com
phone: 9133193100

Contact Type: Sales
attentionTo: RACHELLE ANDERSON
address1: 1773 WEST 675 NORTH
city: WEST POINT
region: UT
postalCode: 84015
country: US

phone: 8016453244

Order Shipments:

ContactDetails:

attentionTo: ROBERT GARBETT
companyName: COMMUNITY BASED CARE
addressLines: 5026 S STATE ST FL 3
PO 1002582530
city: SALT LAKE CITY
state: UT
postalCode: 841074825
country: US
email: gary.garbett@imail.org
phone: 5555555555

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: 7021469

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/NeoSkin Hard Cover Journal - 5"x 8"
lineType:	New
Quantity:	
value:	100
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	6.750
lineItemTotal:	675.000
requestedShipDate:	2022-10-11 06:54:09
requestedInHandsDate:	2022-10-17 06:54:09
Program:	
name:	IMHEA
endCustomerSalesOrder:	024869459
productId:	ST4157
customerProductId:	D020-7851
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4157BLU
customerSupplied:	No
description:	Blue/NeoSkin Hard Cover Journal - 5"x 8"

locationLinkId:	1
Quantity:	
value:	100
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Centered Front
Decorations:	
decorationId:	
decorationName:	Deboss
Artwork:	
description:	INTERMOUNTAIN HEALTHCARE
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	DEBOSS
description:	LOGO
color:	DEBOSS
lineNumber:	3
description:	Blue/NeoSkin Hard Cover Journal - 5"x 8"
lineType:	New
Quantity:	
value:	250
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	6.750
lineItemTotal:	1687.500
requestedShipDate:	2022-10-11 06:54:09
requestedInHandsDate:	2022-10-17 06:54:09
Program:	
name:	IMHEA
endCustomerSalesOrder:	024869459
productId:	ST4157
customerProductId:	D020-7851
lineItemGroupingId:	3
Parts:	

partGroup:	1
partId:	00ST4157BLU
customerSupplied:	No
description:	Blue/NeoSkin Hard Cover Journal - 5"x 8"
locationLinkId:	1
Quantity:	
value:	250
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Centered Front
Decorations:	
decorationId:	
decorationName:	Deboss
Artwork:	
description:	INTERMOUNTAIN HEALTHCARE
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	DEBOSS
description:	LOGO
color:	DEBOSS

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