
Purchase Order:	7031362	Order Date:	2022-09-30
Total Amount:	150.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: shane.taylor@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: 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

Order Shipments:

ContactDetails:

attentionTo: NATALIE MADRAY
companyName: FLEXSTAFF ADMIN
addressLines: 1111 MARCUS AVE. STE MZ-214
ETR. 5, RCVING, PO# 7022046946
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: 7031362

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!!

Order Items:

lineNumber:	1
description:	Green/Cynthia Ballpoint Pen
lineType:	New
Quantity:	
value:	250
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.600
lineItemTotal:	150.000
requestedShipDate:	2022-10-13 06:54:28
requestedInHandsDate:	2022-10-18 06:54:28
Program:	
name:	NSLIJ
endCustomerSalesOrder:	024923531
productId:	G1249
customerProductId:	W030-9202
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G12490GRN
customerSupplied:	No
description:	Green/Cynthia Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	250
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	2
locationName:	BESIDE CLIP
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	EAP + PHONE NUMBER
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	FULL COLOR
description:	LOGO
color:	FULL COLOR
fileName:	Art
artworkType:	ProductionReady
fileLocation:	kim 9/26
transportMechanism:	Url

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