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|                 |         |                |            |
|-----------------|---------|----------------|------------|
| Purchase Order: | 7061967 | Order Date:    | 2022-10-21 |
| Total Amount:   | 0.00    | Currency:      | USD        |
| Is Rush Order:  | No      | Payment Terms: | NET45      |

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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<br>04-3390816 A/P Phone: 913-319-3100 |

|                 |                          |
|-----------------|--------------------------|
| Contact Type:   | Expeditor                |
| Account Number: | OC                       |
| attentionTo:    | KATIE RAUSCH             |
| address1:       | 1520 Albany Place SE     |
| city:           | Orange City              |
| region:         | IA                       |
| postalCode:     | 51041                    |
| country:        | US                       |
| email:          | Katie.Rausch@Staples.com |
| phone:          | 7127370860               |

|               |                      |
|---------------|----------------------|
| Contact Type: | Sales                |
| attentionTo:  | ALISA LYONS          |
| address1:     | 23705 CALM MEADOW CT |
| city:         | GROSSE ILE           |
| region:       | MI                   |
| postalCode:   | 48138                |
| country:      | US                   |
| phone:        | 7346759153           |

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Order Shipments:

|                 |             |
|-----------------|-------------|
| ContactDetails: |             |
| attentionTo:    | KAREN LUSTY |

companyName: UNIVERSITY OF MICHIGAN  
addressLines: 4251 PLYMOUTH RD B3 F2  
STE 2500 - ITS ADMIN  
city: ANN ARBOR  
state: MI  
postalCode: 481053640  
country: US  
phone: 5555555555

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: 7061967  
packingListRequired: Yes  
blindShip: Yes  
allowConsolidation: No

FreightDetails:  
carrier: FEDEX  
service: PRIORITY OVRNT  
Under 501 lbs: Ship via: FEDEX PRIORITY  
OVRNT-COMM-3rd Party Bill SPP Account#:  
105059965 \*\*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!!

comments:

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Order Items:  
lineNumber: 1  
description: Navy/Ronan Refillable7" X 9.5" Journal C Item:  
RONAN REFILLABLE7" X 9.5" JOURNAL C Item  
Color: NAVY  
lineType: New  
Quantity:  
    value: 1  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: .000  
lineItemTotal: .000  
requestedShipDate: 2022-10-24 10:38:36  
requestedInHandsDate: 2022-10-25 10:38:36  
Program:  
    name: QAYMI  
endCustomerSalesOrder: 025079961  
productId: ST4592  
customerProductId: D020-7433  
lineItemGroupId: 1  
Parts:  
    partGroup: 1  
    partId: 00ST4592NVY  
    customerSupplied: No  
    description: Navy/Ronan Refillable7" X 9.5" Journal C Item:  
    RONAN REFILLABLE7" X 9.5" JOURNAL C Item  
    Color: NAVY  
    Quantity:  
        value: 1  
        uom: EA  
Configuration:  
    preProductionProof: No  
lineNumber: 2  
description: Navy Wood/Silver/Asia Bamboo Pen Item: ASIA  
BAMBOO PEN Item Color: NAVY WOOD/SILVER  
lineType: New  
Quantity:  
    value: 1  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No

|                        |  |
|------------------------|--|
| unitPrice:             | .000   |
| lineItemTotal:         | .000   |
| requestedShipDate:     | 2022-10-24 10:38:36  |
| requestedInHandsDate:  | 2022-10-25 10:38:36  |
| Program:               |  |
| name:                  | QAYMI  |
| endCustomerSalesOrder: | 025079961  |
| productId:             | EC122  |
| customerProductId:     | W095-7433  |
| lineItemGroupId:       | 2  |
| Parts:                 |  |
| partGroup:             | 1  |
| partId:                | 00EC1220NVY  |
| customerSupplied:      | No   |
| description:           | Navy Wood/Silver/Asia Bamboo Pen Item: ASIA<br>BAMBOO PEN Item Color: NAVY WOOD/SILVER |
| Quantity:              |  |
| value:                 | 1  |
| uom:                   | EA   |
| Configuration:         |  |
| preProductionProof:    | No   |

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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:

SAMPLE