
Purchase Order:	7162143	Order Date:	2023-01-06
Total Amount:	3,435.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:

required:	Yes
type:	Email
email:	nicole.ayers@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:	OC
attentionTo:	NICOLE AYERS
address1:	1520 Albany Place SE
city:	Orange City
region:	IA
postalCode:	51041
country:	US
email:	nicole.ayers@staples.com
phone:	7127370996

Contact Type:	Sales
attentionTo:	SHERI QUINN
address1:	3 NATIONWIDE PLAZA 3-11-101
city:	COLUMBUS
region:	OH
postalCode:	43215
country:	US

phone: 6142180775

Order Shipments:

ContactDetails:

attentionTo: MARION MUNNICH/PRO BONO DEPT -
companyName: KIRKLAND & ELLIS LLP
addressLines: 300 N LA SALLE DR FLOOR 11
city: CHICAGO
state: IL
postalCode: 606545412
country: US
phone: 3128622000

ThirdPartyAccount:

accountNumber: 060623317
accountName: KIRKLAND AND ELLIS

ContactDetails:

addressLines:
country: US
email: munnich@kirkland.com
phone: 3128623137

shipReferences: 212158-0-0

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: FEDEX
service: GROUND

comments:

Ship via: FEDEX GROUND-COMM-3rd party
CLIENT ACCT BILL Account#: 060623317
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 !! CUST PO # must be entered in FIRST Reference Field or on Bill of Lading !! **IF ORDER IS LARGE ENOUGH TO PALLETIZE, CONTACT FREIGHTROUTING@STAPLES.COM FOR INSTRUCTIONS** Please reference Kirkland and Ellis PO-212158-0-0 on all FedEx paperwork

Order Items:
lineNumber: 1
description: Black/Donald Hard Cover Journal
lineType: New
Quantity:
 value: 500
 uom: EA
ToleranceDetails:
 tolerance: ExactOnly
allowPartialShipments: No
unitPrice: 6.750
lineItemTotal: 3375.000
requestedShipDate: 2023-02-01 11:52:56
requestedInHandsDate: 2023-02-03 11:52:56
Program:
 name: KIRKE
endCustomerSalesOrder: 025600110
productId: ST4177
customerProductId: D020-14282
lineItemGroupId: 1
Parts:
 partGroup: 1
 partId: 00ST4177BLK
 customerSupplied: No
 description: Black/Donald Hard Cover Journal
 locationLinkId: 1
 Quantity:
 value: 500
 uom: EA
Configuration:
 preProductionProof: No
Locations:
 locationLinkId: 1
 locationId: 6
 locationName: CENTERED FRONT BETWEEN EDGE AND ELASTIC
Decorations:
 decorationId: 1
 decorationName: Deboss
 Artwork:
 description: KIRKLAND & ELLIS PRO BONO
Dimensions:
 geometry: Other

useMaxLocationDimensions:	Yes
Charges:	
chargeId:	310
chargeName:	Debossing / Embossing Set-Up Charge
description:	
chargeType:	Setup
unitPrice:	60.000
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