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Purchase Order:	7204811	Order Date:	2023-02-09
Total Amount:	464.25	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:

required:	Yes
type:	Email
email:	lovie.roberts@staples.com
lineItemGroupingId:	1

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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 04-3390816 A/P Phone: 913-319-3100

Contact Type:	Expeditor
Account Number:	SL
attentionTo:	LOVIE ROBERTS
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	lovie.roberts@staples.com
phone:	3146923020

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

phone: 6515032287

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Order Shipments:

ContactDetails:

companyName: MISTY DEYLOFF  
addressLines: 14031 CARSON CT  
city: JACKSONVILLE  
state: FL  
postalCode: 322240868  
country: US  
email: deyloff.misty@mayo.edu  
phone: 9047186043

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: 7204811

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS  
service: GROUND

comments:

Under 501 lbs: Ship via: UPS GROUND-RES-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!!

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Order Items:

lineNumber:	1
description:	Navy/Fabrizio Journal
lineType:	Reference
Quantity:	
value:	55
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	6.750
lineItemTotal:	371.250
requestedShipDate:	2023-02-23 15:18:55
requestedInHandsDate:	2023-02-28 15:18:55
Program:	
name:	MAYOC
endCustomerSalesOrder:	025790780
productId:	ST4159
customerProductId:	D020-14797
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4159NVY
customerSupplied:	No
description:	Navy/Fabrizio Journal
locationLinkId:	1

Quantity:	
value:	55
uom:	EA
Configuration:	
referenceNumber:	6763496
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	6
locationName:	CENTERED FRONT BETWEEN EDGE AND ELASTIC
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	Mayo Clinic SR bw.eps
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	2.5000
width:	2.2940
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	DEBOSSSED
description:	ENTIRE LOGO
color:	DEBOSSSED
fileName:	26b8abb1-c0a3-4294-ba18-f921e3696d50.eps
artworkType:	ProductionReady
fileLocation:	<a href="https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/26b8abb1-c0a3-4294-ba18-f921e3696d50.eps">https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/26b8abb1-c0a3-4294-ba18-f921e3696d50.eps</a>
transportMechanism:	Url
Charges:	
chargeId:	310
chargeName:	Debossing / Embossing Set-Up Charge
description:	
chargeType:	Setup
unitPrice:	60.000
extendedPrice:	
Quantity:	
value:	1

uom:	EA
chargeId:	330
chargeName:	Debossing / Embossing Run Charge
description:	
chargeType:	Run
unitPrice:	.600
extendedPrice:	
Quantity:	
value:	55
uom:	EA

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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:

SPECIAL ORDER