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|                 |          |                |            |
|-----------------|----------|----------------|------------|
| Purchase Order: | 7220944  | Order Date:    | 2023-02-23 |
| Total Amount:   | 1,450.35 | 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: | KC                       |
| attentionTo:    | KELLY DUNCAN             |
| address1:       | 7500 West 110th Street   |
| city:           | Overland Park            |
| region:         | KS                       |
| postalCode:     | 66210                    |
| country:        | US                       |
| email:          | kelly.duncan@staples.com |
| phone:          | 7127370689               |

|               |                 |
|---------------|-----------------|
| Contact Type: | Sales           |
| attentionTo:  | GINA RINEY      |
| address1:     | 645 SIMMONS AVE |
| city:         | ST LOUIS        |
| region:       | MO              |
| postalCode:   | 63122           |
| country:      | US              |
| phone:        | 3145181969      |

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Order Shipments:

|                 |            |
|-----------------|------------|
| ContactDetails: |            |
| companyName:    | GINA RINEY |

addressLines: 645 SIMMONS AVE  
city: SAINT LOUIS  
state: MO  
postalCode: 631222739  
country: US  
phone: 3145181969  
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: 7220944  
packingListRequired: Yes  
blindShip: Yes  
allowConsolidation: No  
FreightDetails:  
carrier: UPS  
service: GROUND  
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:           | Smooth/lined/Magna Perfect Bound w/Smooth Cardbo |
| lineType:              | Reference  |
| Quantity:              |  |
| value:                 | 275  |
| uom:                   | EA   |
| ToleranceDetails:      |  |
| tolerance:             | ExactOnly  |
| allowPartialShipments: | No   |
| unitPrice:             | 5.274  |
| lineItemTotal:         | 1450.350   |
| requestedShipDate:     | 2023-03-06 11:41:31                              |
| requestedInHandsDate:  | 2023-03-08 11:41:31                              |
| Program:               |  |
| name:                  | CIGNA  |
| endCustomerSalesOrder: | 025866229  |
| productId:             | sc106  |
| customerProductId:     | D020-16430                                       |
| lineItemGroupingId:    | 1  |
| Parts:                 |  |
| partGroup:             | 1  |
| partId:                | 00SC1060SLIN                                     |
| customerSupplied:      | No   |
| description:           | Smooth/lined/Magna Perfect Bound w/Smooth Cardbo |
| locationLinkId:        | 1  |
| Quantity:              |  |
| value:                 | 275  |
| uom:                   | EA   |
| Configuration:         |  |
| referenceNumber:       | 7199409  |
| referenceNumberType:   | PurchaseOrder                                    |
| preProductionProof:    | No   |
| Locations:             |  |
| locationLinkId:        | 1  |
| locationId:            | 12   |
| locationName:          | Front and Back Covers                            |
| Decorations:           |  |
| decorationId:          | 1  |
| decorationName:        | Four Color Process                               |
| Artwork:               |  |
| description:           | CIGNA HEALTHCARE                                 |
| Dimensions:            |  |

geometry:

Other

useMaxLocationDimensions:

Yes

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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