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Purchase Order:	7274625	Order Date:	2023-04-06
Total Amount:	241.20	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: kira.cowan@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: KIRA COWAN  
address1: 8610 Page Ave, Suite A  
city: St. Louis  
region: MO  
postalCode: 63114  
country: US  
email: kira.cowan@staples.com  
phone: 3146923140

Contact Type: Sales  
attentionTo: EILEEN MARTIN  
address1: 3 LOVERS LANE  
city: MEDFORD  
region: NY  
postalCode: 11763  
country: US

phone: 5168529108

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Order Shipments:

ContactDetails:

attentionTo: KARINE RUIZ  
companyName: LENOX HILL HOSPITAL  
addressLines: 107 E 76TH ST  
PO #1523015626  
city: NEW YORK  
state: NY  
postalCode: 100211801  
country: US  
phone: 2124346783

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: 7274625

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:	Black/Cynthia Ballpoint Pen
lineType:	Reference
Quantity:	
value:	75
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.594
lineItemTotal:	44.550
requestedShipDate:	2023-04-21 14:14:03
requestedInHandsDate:	2023-04-26 14:14:03
Program:	
name:	NSLIJ
endCustomerSalesOrder:	026107038
productId:	G1249
customerProductId:	W030-8155
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G12490BLK
customerSupplied:	No
description:	Black/Cynthia Ballpoint Pen
locationLinkId:	s

Quantity:	
value:	75
uom:	EA
Configuration:	
referenceNumber:	6962707
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Next to Clip
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	LENOX HILL HOSPITAL
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	4CP
description:	LENOX HILL HOSPITAL
color:	4CP
locationLinkId:	2
locationId:	
locationName:	Next to Clip
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	ORTHOPAEDIC INSTITUTE + PHONE #
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	4CP
description:	ORTHOPAEDIC INSTITUTE + PHONE
color:	4CP
Charges:	
chargeId:	923

chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.210
extendedPrice:	
Quantity:	
value:	75
uom:	EA
lineNumber:	4
description:	Blue/Cynthia Ballpoint Pen
lineType:	Reference
Quantity:	
value:	75
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.594
lineItemTotal:	44.550
requestedShipDate:	2023-04-21 14:14:03
requestedInHandsDate:	2023-04-26 14:14:03
Program:	
name:	NSLIJ
endCustomerSalesOrder:	026107038
productId:	G1249
customerProductId:	W030-8155
lineItemGroupingId:	4
Parts:	
partGroup:	1
partId:	00G12490BLU
customerSupplied:	No
description:	Blue/Cynthia Ballpoint Pen
locationLinkId:	s
Quantity:	
value:	75
uom:	EA
Configuration:	
referenceNumber:	6962707
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Next to Clip

Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	LENOX HILL HOSPITAL
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	4CP
description:	LENOX HILL HOSPITAL
color:	4CP
locationLinkId:	2
locationId:	
locationName:	Next to Clip
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	ORTHOPAEDIC INSTITUTE + PHONE #
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	4CP
description:	ORTHOPAEDIC INSTITUTE + PHONE
color:	4CP
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.210
extendedPrice:	
Quantity:	
value:	75
uom:	EA
lineNumber:	7
description:	Red/Cynthia Ballpoint Pen
lineType:	Reference

Quantity:	
value:	75
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.594
lineItemTotal:	44.550
requestedShipDate:	2023-04-21 14:14:03
requestedInHandsDate:	2023-04-26 14:14:03
Program:	
name:	NSLIJ
endCustomerSalesOrder:	026107038
productId:	G1249
customerProductId:	W030-8155
lineItemGroupId:	7
Parts:	
partGroup:	1
partId:	00G12490RED
customerSupplied:	No
description:	Red/Cynthia Ballpoint Pen
locationLinkId:	s
Quantity:	
value:	75
uom:	EA
Configuration:	
referenceNumber:	6962707
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Next to Clip
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	LENOX HILL HOSPITAL
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	

nameOrNumber:	4CP
description:	LENOX HILL HOSPITAL
color:	4CP
locationLinkId:	2
locationId:	
locationName:	Next to Clip
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	ORTHOPAEDIC INSTITUTE + PHONE #
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	4CP
description:	ORTHOPAEDIC INSTITUTE + PHONE
color:	4CP
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.210
extendedPrice:	
Quantity:	
value:	75
uom:	EA
lineNumber:	10
description:	Purple/Cynthia Ballpoint Pen
lineType:	Reference
Quantity:	
value:	75
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.594
lineItemTotal:	44.550
requestedShipDate:	2023-04-21 14:14:03
requestedInHandsDate:	2023-04-26 14:14:03
Program:	

name:	NSLIJ
endCustomerSalesOrder:	026107038
productId:	G1249
customerProductId:	W030-8155
lineItemGroupId:	10
Parts:	
partGroup:	1
partId:	00G12490PPL
customerSupplied:	No
description:	Purple/Cynthia Ballpoint Pen
locationLinkId:	s
Quantity:	
value:	75
uom:	EA
Configuration:	
referenceNumber:	6962707
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Next to Clip
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	LENOX HILL HOSPITAL
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	4CP
description:	LENOX HILL HOSPITAL
color:	4CP
locationLinkId:	2
locationId:	
locationName:	Next to Clip
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	ORTHOPAEDIC INSTITUTE + PHONE #

Dimensions:  
geometry: Other  
useMaxLocationDimensions: Yes  
Layers:  
colorSystem: Other  
LayerOrStops:  
nameOrNumber: 4CP  
description: ORTHOPAEDIC INSTITUTE + PHONE  
color: 4CP  
Charges:  
chargeId: 923  
chargeName: Run Charge  
description:  
chargeType: Run  
unitPrice: .210  
extendedPrice:  
Quantity:  
value: 75  
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. CLIENT PO MUST BE LISTED ON SHIPPING LABEL PO #1523015626

salesChannel:

SPECIAL ORDER