

---

Purchase Order:	7323716	Order Date:	2023-05-15
Total Amount:	1,827.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

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:	EMILY NEWBORG
address1:	1520 Albany Place SE
city:	Orange City
region:	IA
postalCode:	51041
country:	US
email:	Emily.Newborg@Staples.com
phone:	7127370609

---

Order Shipments:

ContactDetails:

companyName:	STAPLES PROMOTIONAL PRODUCTS
addressLines:	1520 ALBANY PLACE SE RECEIVING DOCK, DRIVEWAY #3
city:	ORANGE CITY
state:	IA
postalCode:	510419678
country:	US
email:	GROUP-RECEIVINGLEADS@STAPLES.COM
phone:	712-737-0528

ThirdPartyAccount:

accountNumber: 211A1R  
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: 7323716  
packingListRequired: Yes  
blindShip: No  
allowConsolidation: No  
FreightDetails:  
carrier: UPS  
service: GROUND  
Under 501 lbs: Ship via: UPS GROUND-COMM-COLLECT Account#: 211A1R \*\*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 'SPP LTL ROUTING MATRIX.xlsx' ---FREIGHT TERMS ARE 3RD PARTY BILL: Please see 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 the Bill of Lading!!  
comments:

---

Order Items:  
lineNumber: 1  
description: Magna Centre Sewn Notebook Smooth/lined  
lineType: Repeat  
Quantity:  
value: 500  
uom: EA  
ToleranceDetails:

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	3.654
lineItemTotal:	1827.000
requestedShipDate:	2023-05-24 09:15:24
Program:	
name:	IBMMN-LET'S CREATE
productId:	SC306
customerProductId:	2004175330001
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00SC3060SLIN
customerSupplied:	No
locationLinkId:	1
Quantity:	
value:	500
uom:	EA
Configuration:	
referenceNumber:	7301222
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	12
locationName:	Front and back covers
Decorations:	
decorationId:	1
decorationName:	4-Color Process
Artwork:	
instructions:	Corners Round, matte finish please refer to PO 6923589
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	8.2500
width:	11.0000
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	Cool Gray 2
description:	Cool Gray 2
color:	Cool Gray 2
nameOrNumber:	282

description:	Navy
color:	Navy
nameOrNumber:	2132
description:	blue
color:	blue
fileName:	511913 Lets Create OI.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email

---

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:

PROGRAM