Purchase Order:	7336450	Order Date:	2023-05-24
Total Amount:	5,367.00	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:	SL
attentionTo:	DENISE KING
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	Denise.King@Staples.com
phone:	3146923116

Order Shipments:

ContactDetails:

companyName:	NOVA Marketing Services, LLC
addressLines:	11434 MOOG DRIVE
city:	SAINT LOUIS
state:	MO
postalCode:	63146
country:	US
email:	LBEAN@NOVAMKTG.COM
phone:	314-993-3525

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:	7336450
packingListRequired:	Yes
blindShip:	No
allowConsolidation:	No
FreightDetails:	
carrier:	UPS
service:	GROUND
comments:	Under 501 lbs: Ship via: UPS GROUND-COMM-3rd Party Bill SPP 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 classfied 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!!

Order Items:	
lineNumber:	1
description:	Neoskin Soft Cover Journal Grey
lineType:	Repeat
Quantity:	
value:	1000
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly

allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	5367.000
requestedShipDate:	2023-06-02 11:04:50
Program:	
name:	CIGNA-CIGNA HEALTHCARE
productId:	ST4158
customerProductId:	2004389610001
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4158DBL
customerSupplied:	No
locationLinkId:	1
Quantity:	
value:	1000
uom:	EA
Configuration:	
referenceNumber:	7299906
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	1
locationName:	Centered front between edge and elastic
Decorations:	
decorationId:	1
decorationName:	4-Color Process
Artwork:	
instructions:	Decoration Dimensions: 3.00" W |
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	361
description:	GREEN
color:	GREEN
nameOrNumber:	300
description:	BLUE
color:	BLUE
fileName:	Cigna Healthcare 2sc.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email
Charges:	

chargeId:	50
chargeName:	Four Color Process Set Up Charge
description:	
chargeType:	Setup
unitPrice:	27.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
chargeId:	85
chargeName:	SECOND COLOR
description:	
chargeType:	Run
unitPrice:	.690
extendedPrice:	
Quantity:	
value:	1000
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:	PROGRAM