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Purchase Order:	7391422	Order Date:	2023-07-12
Total Amount:	162.00	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:

attentionTo: BETHANY MCCAIN  
companyName: MAYO CLINIC  
addressLines: 200 1ST ST SW  
city: ROCHESTER  
state: MN  
postalCode: 559050002  
country: US  
email: mccain.bethany@mayo.edu  
phone: 7014128814

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: 7391422

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS  
service: GROUND

comments:

Under 501 lbs: Ship via: UPS GROUND-  
COMM-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/Luigi Ballpoint Pen
lineType:	New
Quantity:	
value:	150
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.080
lineItemTotal:	162.000
requestedShipDate:	2023-07-25 07:55:39
requestedInHandsDate:	2023-07-28 07:55:39
Program:	
name:	MAYOC
endCustomerSalesOrder:	026702328
productId:	G4051
customerProductId:	W020-15653
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G40510BLK
customerSupplied:	No
description:	Black/Luigi Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	150
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	Side of Barrel
Decorations:	
decorationId:	1000051898
decorationName:	Laser Engraving
Artwork:	
description:	MAYO CLINIC
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	LASER
description:	ENTIRE LOGO
color:	LASER
fileName:	Art
artworkType:	ProductionReady
fileLocation:	<a href="https://mb.staplespromoproducts.com:443/p/index.php/webshare/973b6acdd081492aba93f73d5404fcf2/false/webshare/973b6acdd081492aba93f73d5404fcf2/Mayo+Clinic+horizontal">https://mb.staplespromoproducts.com:443/p/index.php/webshare/973b6acdd081492aba93f73d5404fcf2/false/webshare/973b6acdd081492aba93f73d5404fcf2/Mayo+Clinic+horizontal</a>
transportMechanism:	Url

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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