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Purchase Order:	7424898	Order Date:	2023-08-09
Total Amount:	263.73	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: Colleen.Dau@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: OC  
attentionTo: COLLEEN DAU  
address1: 1520 Albany Place SE  
city: Orange City  
region: IA  
postalCode: 51041  
country: US  
email: Colleen.Dau@Staples.com  
phone: 7127370638

Contact Type: Sales  
attentionTo: BETSY GREEN  
address1: 411 W. ONTARIO #425  
city: CHICAGO  
region: IL  
postalCode: 60654  
country: US

phone: 3128484534

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Order Shipments:

ContactDetails:

attentionTo: JAY KNIER  
companyName: ZURICH AMERICAN INSURANCE COMP  
addressLines: 9690 HIGHTOWER RD  
city: ROSWELL  
state: GA  
postalCode: 300754173  
country: US  
email: jay.knier@zurichna.com  
phone: 0000000009

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: 7424898

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/Ronan Refillable7" X 9.5" Journal C
lineType:	Repeat
Quantity:	
value:	17
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	12.000
lineItemTotal:	204.000
requestedShipDate:	2023-08-22 10:46:46
requestedInHandsDate:	2023-08-25 10:46:46
Program:	
name:	ZUR
endCustomerSalesOrder:	026864434
productId:	ST4592
customerProductId:	D020-1308
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4592BLK
customerSupplied:	No
description:	Black/Ronan Refillable7" X 9.5" Journal C

locationLinkId:	1
Quantity:	
value:	17
uom:	EA
Configuration:	
referenceNumber:	7078372
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	4
locationName:	UP TO 3C SET UP AS SILKSCREEN. OVER 3C- CHK WITH PRDN.
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	ZURICH
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	WHITE
description:	IMPRINT
color:	WHITE
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.690
extendedPrice:	
Quantity:	
value:	17
uom:	EA
chargeId:	950
chargeName:	Screenprint Set Up
description:	
chargeType:	Setup
unitPrice:	48.000
extendedPrice:	
Quantity:	

value:

1

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.

salesChannel:

SPECIAL ORDER