
Purchase Order:	7457861	Order Date:	2023-09-06
Total Amount:	135.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: Cory.Hutchens@staples.com
lineItemGroupingId: 1

Order Contacts:
Contact Type: Bill
Account Name: STAPLES PROMOTIONAL PRODUCTS
attentionTo: STAPLES PROMOTIONAL PRODUCTS
address1: 10851 Mastin St, Ste 220
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: KC
attentionTo: CORY HUTCHENS
address1: 10851 Mastin St, Ste 220
city: Overland Park
region: KS
postalCode: 66210
country: US
email: Cory.Hutchens@staples.com
phone: 9133193100

Contact Type: Sales
attentionTo: CYNDI THOMAS
address1: 7500 W 110TH ST
city: OVERLAND PARK
region: KS
postalCode: 66210
country: US

Order Shipments:

ContactDetails:

attentionTo: ATTN: LORRAINE LANGAN
companyName: CHICAGO TITLE INS COMPANY
addressLines: 603 STANWIX STREET
STE 1925 TWO GATEWAY CENTER
city: PITTSBURGH
state: PA
postalCode: 15222
country: US
phone: 5555555555

ThirdPartyAccount:

accountNumber: 79V822
accountName: STAPLES PROMOTIONAL PRODUCTS

ContactDetails:

attentionTo: STAPLES PROMOTIONAL PRODUCTS
addressLines: 10851 Mastin St, Ste 220
city: Overland Park
state: KS
postalCode: 66210
country: US
email: InvoicesSPP@Staples.com
phone: 913-319-3100

shipReferences: 7457861

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!!

Order Items:

lineNumber:	1
description:	White/Lara Ballpoint
lineType:	New
Quantity:	
value:	250
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.540
lineItemTotal:	135.000
requestedShipDate:	2023-09-21 15:14:18
requestedInHandsDate:	2023-09-27 15:14:18
Program:	
name:	FNF
endCustomerSalesOrder:	027002628
productId:	G1103
customerProductId:	W030-11526
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G11030WHT
customerSupplied:	No
description:	White/Lara Ballpoint

locationLinkId:	1
Quantity:	
value:	250
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Barrel
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	3 BRANDS LOGO.EPS
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	BLACK
description:	WHOLE LOGO
color:	BLACK
fileName:	3 Brands Logo.eps
artworkType:	ProductionReady
fileLocation:	https://mb.staplespromoproducts.com:443/p/index.php/webshare/0d22b2f5b53543d4891e6328a993a2e3/false/webshare/0d22b2f5b53543d4891e6328a993a2e3/1
transportMechanism:	Url

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