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Purchase Order:	7467697	Order Date:	2023-09-14
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: april.ruden@staples.com  
lineItemGroupingId: 1

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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: OC  
attentionTo: APRIL RUDEN  
address1: 1520 Albany Place SE  
city: Orange City  
region: IA  
postalCode: 51041  
country: US  
email: april.ruden@staples.com  
phone: 7127371818

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: LYNDSIE BURNS  
companyName: MAYO CLINIC  
addressLines: 200 1ST ST SW  
city: ROCHESTER  
state: MN  
postalCode: 559050002  
country: US  
email: burns.lyndsie@mayo.edu  
phone: 5074220430

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: 7467697

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:	Gun Metal/Luigi Ballpoint Pen
lineType:	Reference
Quantity:	
value:	150
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.080
lineItemTotal:	162.000
requestedShipDate:	2023-09-29 09:10:04
requestedInHandsDate:	2023-10-04 09:10:04
Program:	
name:	MAYOC
endCustomerSalesOrder:	027042033
productId:	G4051
customerProductId:	W020-14797
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G40510GMT
customerSupplied:	No
description:	Gun Metal/Luigi Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	150
uom:	EA
Configuration:	
referenceNumber:	7012736
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Side of Barrel
Decorations:	
decorationId:	
decorationName:	Laser Engraving
Artwork:	
description:	Mayo Clinic
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	.2630
width:	1.3750
fileName:	383e6a0d-25eb-4c46-840c-12d036535a91.eps
artworkType:	ProductionReady
fileLocation:	<a href="https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/383e6a0d-25eb-4c46-840c-12d036535a91.eps">https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/383e6a0d-25eb-4c46-840c-12d036535a91.eps</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