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Purchase Order:	7488251	Order Date:	2023-09-29
Total Amount:	527.40	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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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:	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

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Order Shipments:

ContactDetails:

companyName:	STAPLES PROMOTIONAL PRODUCTS
addressLines:	1520 ALBANY PLACE SE RECEIVING DOCK, DRIVEWAY #3
city:	ORANGE CITY
state:	IA
postalCode:	510419678
country:	US
email:	GROUP-RECEIVINGLEADS@STAPLES.COM
phone:	712-737-0528

ThirdPartyAccount:

accountNumber:	211A1R
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:	7488251
packingListRequired:	Yes
blindShip:	No
allowConsolidation:	No
FreightDetails:	
carrier:	UPS
service:	GROUND
	Under 501 lbs: Ship via: UPS GROUND-COMM-COLLECT 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 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 '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!!
comments:	

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Order Items:	
lineNumber:	1
description:	Magna Perfect Bound w/Smooth Cardbo Smooth/lined
lineType:	Repeat
Quantity:	
value:	100
uom:	EA

ToleranceDetails:

tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: 5.274  
lineItemTotal: 527.400  
requestedShipDate: 2023-10-10 16:06:54

Program:

name: LBRTY-SAFECO  
productId: sc106  
customerProductId: 2004362440001  
lineItemGroupId: 1

Parts:

partGroup: 1  
partId: 00SC1060SLIN  
customerSupplied: No  
description: Magna Perfect Bound w/Smooth Cardbo  
Smooth/lined  
locationLinkId: 1  
Quantity:  
value: 100  
uom: EA

Configuration:

referenceNumber: 7364093  
referenceNumberType: PurchaseOrder  
preProductionProof: No

Locations:

locationLinkId: 1  
locationId:  
locationName: Front and Back Covers

Decorations:

decorationId:  
decorationName: Four Color Process

Artwork:

instructions: refer to virtual: SAFECO.pdf, refer to slide 1.  
make sure to use PMS 2965 Navy, so it doesn't  
look purple. send proof to  
jordan.loebel@staples.com

Dimensions:

geometry: Rectangle  
useMaxLocationDimensions: No  
height: 8.2000  
width: 11.0000  
fileName: safeco.pdf slide 1  
artworkType: ProductionReady  
fileLocation: Email

transportMechanism:

Email

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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:

PROGRAM