
| | | | |
|-----------------|---------|----------------|------------|
| Purchase Order: | 7493388 | Order Date: | 2023-10-04 |
| Total Amount: | 6.75 | Currency: | USD |
| Is Rush Order: | No | Payment Terms: | NET45 |

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: | ALISON ALTIER |
| address1: | 8610 Page Ave, Suite A |
| city: | St. Louis |
| region: | MO |
| postalCode: | 63114 |
| country: | US |
| email: | alison.altier@staples.com |
| phone: | 9133194504 |

| | |
|---------------|-----------------|
| Contact Type: | Sales |
| attentionTo: | CHELSEA HORAN |
| address1: | 49 PULIDO COURT |
| city: | DANVILLE |
| region: | CA |
| postalCode: | 94526 |
| country: | US |
| phone: | 2064659051 |

Order Shipments:

| | |
|-----------------|-----------------|
| ContactDetails: | |
| companyName: | STACEY LOVEGREN |

addressLines: 6201 AMERICA CENTER DR
city: ALVISO
state: CA
postalCode: 95002
country: US
phone: 4083063474

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: 7493388
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: | Natural/Linen Soft Cover Journal Item: LINEN SOFT COVER JOURNAL Item Color: NATURAL |
| lineType: | New |
| Quantity: | |
| value: | 1 |
| uom: | EA |
| ToleranceDetails: | |
| tolerance: | ExactOnly |
| allowPartialShipments: | No |
| unitPrice: | 3.360 |
| lineItemTotal: | 3.360 |
| requestedShipDate: | 2023-10-09 10:48:07 |
| requestedInHandsDate: | 2023-10-11 10:48:07 |
| Program: | |
| name: | QCHEL |
| endCustomerSalesOrder: | 027167805 |
| productId: | ST3102 |
| customerProductId: | D020-11063 |
| lineItemGroupId: | 1 |
| Parts: | |
| partGroup: | 1 |
| partId: | 00ST31020NAT |
| customerSupplied: | No |
| description: | Natural/Linen Soft Cover Journal Item: LINEN SOFT COVER JOURNAL Item Color: NATURAL |
| Quantity: | |
| value: | 1 |
| uom: | EA |
| Configuration: | |
| preProductionProof: | No |
| lineNumber: | 2 |
| description: | White/Donald Soft Cover Single Meeting Jo Item: DONALD SOFT COVER SINGLE MEETING JO Item Color: WHITE |
| lineType: | New |
| Quantity: | |
| value: | 1 |
| uom: | EA |
| ToleranceDetails: | |
| tolerance: | ExactOnly |
| allowPartialShipments: | No |
| unitPrice: | 3.390 |
| lineItemTotal: | 3.390 |

| | |
|------------------------|---|
| requestedShipDate: | 2023-10-09 10:48:07 |
| requestedInHandsDate: | 2023-10-11 10:48:07 |
| Program: | |
| name: | QCHEL |
| endCustomerSalesOrder: | 027167805 |
| productId: | ST4182 |
| customerProductId: | D020-11063 |
| lineItemGroupingId: | 2 |
| Parts: | |
| partGroup: | 1 |
| partId: | 00ST4182WHT |
| customerSupplied: | No |
| description: | White/Donald Soft Cover Single Meeting Jo Item: DONALD SOFT COVER SINGLE MEETING JO Item Color: WHITE |
| Quantity: | |
| value: | 1 |
| uom: | EA |
| Configuration: | |
| preProductionProof: | No |

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:

SAMPLE