

---

Purchase Order:	7506400	Order Date:	2023-10-13
Total Amount:	3,240.00	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:	LOVIE ROBERTS
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	lovie.roberts@staples.com
phone:	3146923020

Contact Type:	Sales
attentionTo:	GENEVIEVE CASHMAN
address1:	7822 DAVIDSON CT
city:	INVER GROVE HTS
region:	MN
postalCode:	55076
country:	US
phone:	6515032287

---

Order Shipments:

ContactDetails:	
attentionTo:	BETHANY MCCAIN

companyName:	MAYO CLINIC
addressLines:	200 1ST ST SW
city:	ROCHESTER
state:	MN
postalCode:	559050002
country:	US
email:	mccain.bethany@mayo.edu
phone:	7014128814
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:	7506400
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:	Black/Luigi Ballpoint Pen
lineType:	Reference
Quantity:	
value:	1500
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.080
lineItemTotal:	1620.000
requestedShipDate:	2023-10-26 15:55:32
requestedInHandsDate:	2023-10-30 15:55:32
Program:	
name:	MAYOC
endCustomerSalesOrder:	027232604
productId:	G4051
customerProductId:	W020-15653
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G40510BLK
customerSupplied:	No
description:	Black/Luigi Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	1500
uom:	EA
Configuration:	
referenceNumber:	7417504
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Barrel
Decorations:	
decorationId:	
decorationName:	Laser Engraving
Artwork:	
description:	MAYO CLINIC
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	SILVER
description:	ENTIRE LOGO
color:	LASER
lineNumber:	3
description:	Blue/Luigi Ballpoint Pen
lineType:	Reference
Quantity:	
value:	1500
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.080
lineItemTotal:	1620.000
requestedShipDate:	2023-10-26 15:55:32
requestedInHandsDate:	2023-10-30 15:55:32
Program:	
name:	MAYOC
endCustomerSalesOrder:	027232604
productId:	G4051
customerProductId:	W020-15653

lineItemGroupId:	3
Parts:	
partGroup:	1
partId:	00G40510BLU
customerSupplied:	No
description:	Blue/Luigi Ballpoint Pen
locationLinkId:	1
Quantity:	
value:	1500
uom:	EA
Configuration:	
referenceNumber:	7417504
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Barrel
Decorations:	
decorationId:	
decorationName:	Laser Engraving
Artwork:	
description:	MAYO CLINIC
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	SILVER
description:	ENTIRE LOGO
color:	LASER

---

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