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Purchase Order:	7510629	Order Date:	2023-10-18
Total Amount:	1,437.36	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: whitney.ball@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: WHITNEY BALL  
address1: 1520 Albany Place SE  
city: Orange City  
region: IA  
postalCode: 51041  
country: US  
email: whitney.ball@staples.com  
phone: 7127374925

Contact Type: Sales  
attentionTo: WIL CORMIER  
address1: 4530 HAVILAND FALLS DRIVE  
city: HUMBLE  
region: TX  
postalCode: 77396  
country: US

phone: 8322570493

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Order Shipments:

ContactDetails:

attentionTo: STACEY SCOTT  
companyName: SHELL USA INC  
addressLines: 150 N DAIRY ASHFORD RD  
BUILDING F 7TH FLOOR  
city: HOUSTON  
state: TX  
postalCode: 770791115  
country: US  
email: Stacey.scott@shell.com  
phone: 8323377404

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: 7510629

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:	White/Neoskin Hard Cover Journal
lineType:	New
Quantity:	
value:	190
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	6.750
lineItemTotal:	1282.500
requestedShipDate:	2023-11-09 08:08:06
requestedInHandsDate:	2023-11-14 08:08:06
Program:	
name:	SHELL
endCustomerSalesOrder:	027255849
productId:	ST4143
customerProductId:	D030-17079
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4143WHT
customerSupplied:	No
description:	White/Neoskin Hard Cover Journal

locationLinkId:	1
Quantity:	
value:	190
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	CENTERED FRONT BETWEEN EDGE AND ELASTIC
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	Shell Recharge 3sc.eps
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	.7500
width:	3.5000
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	485
description:	DETAILS
color:	RED
nameOrNumber:	7548
description:	DETAILS
color:	YELLOW
nameOrNumber:	7711
description:	DETAILS
color:	TEAL
fileName:	477a0855-e0a0-4c13-aadf-c4a0cd75bdd7.eps
artworkType:	ProductionReady
fileLocation:	<a href="https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/477a0855-e0a0-4c13-aadf-c4a0cd75bdd7.eps">https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/477a0855-e0a0-4c13-aadf-c4a0cd75bdd7.eps</a>
transportMechanism:	Url
Charges:	
chargeId:	50
chargeName:	Four Color Process Set Up Charge
description:	

chargeType:	Setup
unitPrice:	42.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
chargeId:	85
chargeName:	Four Color Process Run Charge
description:	
chargeType:	Run
unitPrice:	.594
extendedPrice:	
Quantity:	
value:	190
uom:	EA

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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