

---

Purchase Order:	7570290	Order Date:	2023-12-05
Total Amount:	481.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

Digital Proof Request:

required:	Yes
type:	Email
email:	alison.altier@staples.com
lineItemGroupingId:	1

---

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:

attentionTo: STACEY LOVEGREN  
companyName: FLEX MARKETING  
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: 7570290

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/Single Meeting Notebook
lineType:	New
Quantity:	
value:	150
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	2.100
lineItemTotal:	315.000
requestedShipDate:	2023-12-13 11:32:01
requestedInHandsDate:	2023-12-15 11:32:01
Program:	
name:	FLEX
endCustomerSalesOrder:	027549684
productId:	EC302
customerProductId:	D020-14136
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00EC3020NAT
customerSupplied:	No
description:	Natural/Single Meeting Notebook

locationLinkId:	1
Quantity:	
value:	150
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Standard Front
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	FLEX LOGO
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	2925
description:	LOGO
color:	BLUE
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.680
extendedPrice:	
Quantity:	
value:	150
uom:	EA
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	64.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA

---

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