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|-----------------|---------|----------------|------------|
| Purchase Order: | 7654221 | Order Date:    | 2024-02-22 |
| Total Amount:   | 334.80  | 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<br>04-3390816 A/P Phone: 913-319-3100 |

|                 |                         |
|-----------------|-------------------------|
| Contact Type:   | Expeditor               |
| Account Number: | SL                      |
| attentionTo:    | TRENT KOKAY             |
| address1:       | 8610 Page Ave, Suite A  |
| city:           | St. Louis               |
| region:         | MO                      |
| postalCode:     | 63114                   |
| country:        | US                      |
| email:          | Trent.Kokay@staples.com |
| phone:          | 7127370561              |

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Order Shipments:

ContactDetails:

|               |   |
|---------------|---|
| companyName:  | STAPLES PROMOTIONAL PRODUCTS                        |
| addressLines: | 1520 ALBANY PLACE SE<br>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: 7654221  
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: Luigi Ballpoint Pen Blue  
lineType: Repeat  
Quantity:  
value: 200  
uom: EA  
ToleranceDetails:

|                        |                                      |
|------------------------|--------------------------------------|
| tolerance:             | ExactOnly                            |
| allowPartialShipments: | No                                   |
| unitPrice:             | 1.080                                |
| lineItemTotal:         | 334.800                              |
| requestedShipDate:     | 2024-03-04 12:23:35                  |
| Program:               |                                      |
| name:                  | MAYOC-MAYO CLINIC                    |
| productId:             | G4051                                |
| customerProductId:     | 2004137270001                        |
| lineItemGroupId:       | 1                                    |
| Parts:                 |                                      |
| partGroup:             | 1                                    |
| partId:                | 00G40510BLU                          |
| customerSupplied:      | No                                   |
| description:           | Luigi Ballpoint Pen Blue             |
| locationLinkId:        | 1                                    |
| Quantity:              |                                      |
| value:                 | 200                                  |
| uom:                   | EA                                   |
| Configuration:         |                                      |
| referenceNumber:       | 7612572                              |
| referenceNumberType:   | PurchaseOrder                        |
| preProductionProof:    | No                                   |
| Locations:             |                                      |
| locationLinkId:        | 1                                    |
| locationId:            | 3                                    |
| locationName:          | Side of Barrel                       |
| Decorations:           |                                      |
| decorationId:          | 1                                    |
| decorationName:        | Laser Engraved                       |
| Artwork:               |                                      |
| instructions:          | Decoration Dimensions: 1.25"W        |
| fileName:              | Mayo Clinic HR bw.eps                |
| artworkType:           | ProductionReady                      |
| fileLocation:          | Email                                |
| transportMechanism:    | Email                                |
| Charges:               |                                      |
| chargeId:              | 640                                  |
| chargeName:            | Laser Engrave Run Chrg-Dec Loc x Qty |
| description:           |                                      |
| chargeType:            | Run                                  |
| unitPrice:             | .594                                 |
| extendedPrice:         |                                      |
| Quantity:              |                                      |

value: 200  
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: PROGRAM