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Purchase Order:	7665342	Order Date:	2024-03-04
Total Amount:	813.75	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: kelly.duncan@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: KC  
attentionTo: KELLY DUNCAN  
address1: 10851 Mastin St, Ste 220  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: kelly.duncan@staples.com  
phone: 7127370689

Contact Type: Sales  
attentionTo: GINA RINEY  
address1: 645 SIMMONS AVE  
city: ST LOUIS  
region: MO  
postalCode: 63122  
country: US

phone: 3145181969

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Order Shipments:

ContactDetails:

attentionTo: RENEE NORMAN  
companyName: CIGNA  
addressLines: 900 COTTAGE GROVE RD  
city: BLOOMFIELD  
state: CT  
postalCode: 060022920  
country: US  
email: renee.norman@cigna.com  
phone: 8602267772

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: 7665342

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 Soft Cover Journal
lineType:	New
Quantity:	
value:	50
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	232.500
requestedShipDate:	2024-03-15 10:52:38
requestedInHandsDate:	2024-03-19 10:52:38
Program:	
name:	CIGNA
endCustomerSalesOrder:	027975395
productId:	ST4158
customerProductId:	D020-16429
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4158WHT
customerSupplied:	No
description:	White/Neoskin Soft Cover Journal

locationLinkId:	1
Quantity:	
value:	50
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	
decorationName:	Deboss
Artwork:	
description:	CIGNA GROUP
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	1.1520
width:	3.0000
fileName:	75e9ef16-3d1a-4e46-95c9-d5fdb19b589e.eps
artworkType:	ProductionReady
fileLocation:	<a href="https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/75e9ef16-3d1a-4e46-95c9-d5fdb19b589e.eps">https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/75e9ef16-3d1a-4e46-95c9-d5fdb19b589e.eps</a>
transportMechanism:	Url
lineNumber:	3
description:	White/Neoskin Soft Cover Journal
lineType:	New
Quantity:	
value:	50
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	232.500
requestedShipDate:	2024-03-15 10:52:39
requestedInHandsDate:	2024-03-19 10:52:39
Program:	
name:	CIGNA
endCustomerSalesOrder:	027975395
productId:	ST4158

customerProductId:	D020-16430
lineItemGroupId:	3
Parts:	
partGroup:	1
partId:	00ST4158WHT
customerSupplied:	No
description:	White/Neoskin Soft Cover Journal
locationLinkId:	1
Quantity:	
value:	50
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	12
locationName:	CENTERED FRONT BETWEEN EDGE AND ELASTIC
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	CIGNA HEALTHCARE
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
fileName:	Art
artworkType:	ProductionReady
fileLocation:	<a href="https://mb.staplespromoproducts.com:443/p/index.php/webshare/5ea03e8b49c94c1083a08e762df83e55/false/webshare/5ea03e8b49c94c1083a08e762df83e55/Cigna+Healthcare+R+bw.eps">https://mb.staplespromoproducts.com:443/p/index.php/webshare/5ea03e8b49c94c1083a08e762df83e55/false/webshare/5ea03e8b49c94c1083a08e762df83e55/Cigna+Healthcare+R+bw.eps</a>
transportMechanism:	Url
lineNumber:	5
description:	White/Neoskin Soft Cover Journal
lineType:	New
Quantity:	
value:	75
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	348.750
requestedShipDate:	2024-03-15 10:52:39

requestedInHandsDate: 2024-03-19 10:52:39  
Program:  
    name: CIGNA  
endCustomerSalesOrder: 027975395  
productId: ST4158  
customerProductId: D020-14184  
lineItemGroupId: 5  
Parts:  
    partGroup: 1  
    partId: 00ST4158WHT  
    customerSupplied: No  
    description: White/Neoskin Soft Cover Journal  
    locationLinkId: 1  
    Quantity:  
        value: 75  
        uom: EA  
Configuration:  
    preProductionProof: No  
Locations:  
    locationLinkId: 1  
    locationId: 12  
    locationName: CENTERED FRONT BETWEEN EDGE AND ELASTIC  
Decorations:  
    decorationId: 1  
    decorationName: Deboss  
    Artwork:  
    description: EVERNORTH HEALTH SERVICES  
Dimensions:  
    geometry: Other  
    useMaxLocationDimensions: Yes  
    fileName: Art  
    artworkType: ProductionReady  
    fileLocation: <https://mb.staplespromoproducts.com:443/p/index.php/webshare/3d2e6f2204c54acfa293696331a1299a/false/webshare/3d2e6f2204c54acfa293696331a1299a/Evernorth+HS+lg+bw.eps>  
    transportMechanism: Url

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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