

---

Purchase Order:	7699271	Order Date:	2024-04-03
Total Amount:	554.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

Digital Proof Request:  
required: Yes  
type: Email  
email: zoe.haas@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: KC  
attentionTo: ZOE HAAS  
address1: 10851 Mastin St, Ste 220  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: zoe.haas@staples.com  
phone: 9133194622

Contact Type: Sales  
attentionTo: LAURIE BOYD  
address1: 25 ISLAND ROCK  
city: PLYMOUNT  
region: MA  
postalCode: 02360  
country: US

phone: 6173044645

---

Order Shipments:

ContactDetails:

attentionTo: MGBHP FULLFILMENT  
companyName: SHAWMUT COMMUNICATIONS GROUP  
addressLines: 310 JUBILEE DR  
city: PEABODY  
state: MA  
postalCode: 019604030  
country: US  
email: zoe.haas@staples.com  
phone: 8572822799

ThirdPartyAccount:

accountNumber: 765539897  
accountName: MGB HEALTH PLAN

ContactDetails:

addressLines:  
country: US  
email: eganem1@mgb.org  
phone: 5555555555

shipReferences: 7699271

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: FEDEX  
service: GROUND

comments:

Ship via: FEDEX GROUND-COMM-3rd party  
CLIENT ACCT BILL Account#: 765539897  
\*\*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\*\* !! CUST PO # must be entered in FIRST Reference Field or on Bill of Lading !! \*\*IF ORDER IS LARGE ENOUGH TO PALLETIZE, CONTACT FREIGHTROUTING@STAPLES.COM FOR INSTRUCTIONS\*\* \*\*\*\*\*MGB HEALTH PLAN MUST BE LISTED IN SHIPPING REFERENCE FIELD 1

---

Order Items:

lineNumber: 1  
description: Blue/Alix ballpoint pen  
lineType: Reference  
Quantity:  
    value: 1000  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: .522  
lineItemTotal: 522.000  
requestedShipDate: 2024-04-18 15:34:16  
requestedInHandsDate: 2024-04-24 15:34:16  
Program:  
    name: PARTN  
endCustomerSalesOrder: 028119930  
productId: G1282  
customerProductId: W030-16274  
lineItemGroupId: 1  
Parts:  
    partGroup: 1  
    partId: 00G12820BLU  
    customerSupplied: No  
    description: Blue/Alix ballpoint pen  
    locationLinkId: 1  
Quantity:

value:	1000
uom:	EA
Configuration:	
referenceNumber:	7011612
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	4
locationName:	IN LINE WITH CLIP
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	MGB HEALTH PLAN
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	320C
description:	SYMBOL
color:	TEAL
nameOrNumber:	WHITE
description:	TEXT
color:	WHTIE
Charges:	
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	32.000
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