

---

Purchase Order:	7707655	Order Date:	2024-04-10
Total Amount:	1,260.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

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:	JEANNIE SCHLICHTE
address1:	1520 Albany Place SE
city:	Orange City
region:	IA
postalCode:	51041
country:	US
email:	Jeannie.Schlichte@Staples.com
phone:	7127370608

---

Order Shipments:

ContactDetails:

companyName:	STAPLES PROMOTIONAL PRODUCTS
addressLines:	1520 ALBANY PLACE SE RECEIVING DOCK, DRIVEWAY #3
city:	ORANGE CITY
state:	IA
postalCode:	510419678
country:	US
email:	Jeannie.Schlichte@Staples.com
phone:	712-737-0528

ThirdPartyAccount:

accountNumber: 473376300  
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: 7707655  
packingListRequired: Yes  
blindShip: No  
allowConsolidation: No  
FreightDetails:  
carrier: FEDEX  
service: GROUND  
Under 501 lbs: Ship via: FEDEX GROUND-  
COMM-COLLECT Account#: 473376300  
\*\*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!!

---

Order Items:  
lineNumber: 1  
description: ECO Spiral Bound Notebook Blue  
lineType: Repeat  
Quantity:  
value: 300  
uom: EA  
ToleranceDetails:

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.200
lineItemTotal:	1260.000
requestedShipDate:	2024-04-19 09:35:45
Program:	
name:	EATON- ESTORE
productId:	EC3090
customerProductId:	2004164480001
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00EC3090BLU
customerSupplied:	No
description:	ECO Spiral Bound Notebook Blue
locationLinkId:	1
Quantity:	
value:	300
uom:	EA
Configuration:	
referenceNumber:	7663421
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	CENTERED ON FRONT TOP
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen
Artwork:	
instructions:	Decoration Dimensions: Max
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	WHITE
description:	WHITE
color:	WHITE
fileName:	Eaton w-tag R bw.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email

---

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