

---

Purchase Order:	7717768	Order Date:	2024-04-17
Total Amount:	1,194.00	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:	SL
attentionTo:	DENISE KING
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	Denise.King@Staples.com
phone:	3146923116

---

Order Shipments:

ContactDetails:

companyName:	DIVERSITY PRESS
addressLines:	4050 W 10TH ST
city:	INDIANAPOLIS
state:	IN
postalCode:	46222
country:	US
email:	Denise.King@Staples.com
phone:	317-957-0936

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:	7717768
packingListRequired:	Yes
blindShip:	No
allowConsolidation:	No
FreightDetails:	
carrier:	FEDEX
service:	GROUND
	Under 501 lbs: Ship via: FEDEX GROUND- COMM-3rd Party Bill SPP 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!!
comments:	

---

Order Items:	
lineNumber:	1
description:	Neoskin Soft Cover Journal Black
lineType:	Repeat
Quantity:	
value:	200
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly

allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	1194.000
requestedShipDate:	2024-04-26 11:28:37
Program:	
name:	CIGNA-CIGNA GROUP
productId:	ST4158
customerProductId:	2004406750001
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00ST4158BLK
customerSupplied:	No
description:	Neoskin Soft Cover Journal Black
locationLinkId:	1
Quantity:	
value:	200
uom:	EA
Configuration:	
referenceNumber:	7668367
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	1
locationName:	Centered Front Between Edge And Elastic
Decorations:	
decorationId:	1
decorationName:	4-Color Process
Artwork:	
instructions:	Decoration Dimensions: 3" W
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	361
description:	Green
color:	Green
nameOrNumber:	White
description:	White
color:	White
fileName:	Cigna Group R 2sc.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email

Charges:

chargeId:	50
chargeName:	Four Color Process Set Up Charge
description:	
chargeType:	Setup
unitPrice:	32.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
chargeId:	85
chargeName:	Four Color Process Run Charge
description:	
chargeType:	Run
unitPrice:	1.160
extendedPrice:	
Quantity:	
value:	200
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:

PROGRAM