

**STAPLES AVANTAGE CANADA**

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Purchase Order:	7872866	Order Date:	2024-09-11
Total Amount:	324.00	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 04-3390816 A/P Phone: 913-319-3100

Contact Type:	Expeditor
Account Number:	SL
attentionTo:	LOVIE ROBERTS
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	lovie.roberts@staples.com
phone:	3146923020

Contact Type:	Sales
attentionTo:	GENEVIEVE CASHMAN
address1:	7822 DAVIDSON CT
city:	INVER GROVE HTS
region:	MN
postalCode:	55076
country:	US
phone:	6515032287

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Order Shipments:

ContactDetails:

attentionTo:	JACQUELINE GUNDERSON
companyName:	MAYO CLINIC
addressLines:	200 1ST ST SW 3-60
city:	ROCHESTER
state:	MN
postalCode:	559050001
country:	US
email:	lovie.roberts@staples.com
phone:	5075383345
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:	7872866
packingListRequired:	Yes
blindShip:	Yes
allowConsolidation:	No
FreightDetails:	
carrier:	FEDEX
service:	GROUND

comments:

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  
'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: Blue/Luigi Ballpoint Pen  
lineType: New  
Quantity:  
    value: 150  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: 1.080  
lineItemTotal: 162.000  
requestedShipDate: 2024-09-24 14:45:26  
requestedInHandsDate: 2024-09-27 14:45:26  
Program:  
    name: MAYOC  
endCustomerSalesOrder: 028884554  
productId: G4051  
customerProductId: W020-15653  
lineItemGroupingId: 1  
Parts:  
    partGroup: 1  
    partId: 00G40510BLU  
    customerSupplied: No  
    description: Blue/Luigi Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	150
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Laser Engraving
Artwork:	
description:	MAYO CLINIC
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	LASER
description:	ENTIRE LOGO
color:	SILVER
fileName:	Art
artworkType:	ProductionReady
fileLocation:	<a href="https://mb.staplespromoproducts.com:443/p/index.php/webshare/5e5890c4540642dca17ac25a9e6867f2/false/webshare/5e5890c4540642dca17ac25a9e6867f2/Mayo+Clinic+HOR+2024">https://mb.staplespromoproducts.com:443/p/index.php/webshare/5e5890c4540642dca17ac25a9e6867f2/false/webshare/5e5890c4540642dca17ac25a9e6867f2/Mayo+Clinic+HOR+2024</a>
transportMechanism:	Url
lineNumber:	3
description:	Gun Metal/Luigi Ballpoint Pen
lineType:	New
Quantity:	
value:	150
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.080
lineItemTotal:	162.000
requestedShipDate:	2024-09-24 14:45:26
requestedInHandsDate:	2024-09-27 14:45:26
Program:	

name:	MAYOC
endCustomerSalesOrder:	028884554
productId:	G4051
customerProductId:	W020-15653
lineItemGroupId:	3
Parts:	
partGroup:	1
partId:	00G40510GMT
customerSupplied:	No
description:	Gun Metal/Luigi Ballpoint Pen
locationLinkId:	1
Quantity:	
value:	150
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Laser Engraving
Artwork:	
description:	MAYO CLINIC
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	LASER
description:	ENTIRE LOGO
color:	SILVER
fileName:	Art
artworkType:	ProductionReady
fileLocation:	<a href="https://mb.staplespromoproducts.com:443/p/index.php/webshare/5e5890c4540642dca17ac25a9e6867f2/false/webshare/5e5890c4540642dca17ac25a9e6867f2/Mayo+Clinic+HOR+2024">https://mb.staplespromoproducts.com:443/p/index.php/webshare/5e5890c4540642dca17ac25a9e6867f2/false/webshare/5e5890c4540642dca17ac25a9e6867f2/Mayo+Clinic+HOR+2024</a>
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