

## STAPLES AVANTAGE CANADA

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|                 |         |                |            |
|-----------------|---------|----------------|------------|
| Purchase Order: | 7888377 | Order Date:    | 2024-09-26 |
| Total Amount:   | 231.90  | 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<br>04-3390816 A/P Phone: 913-319-3100 |

|                 |                          |
|-----------------|--------------------------|
| Contact Type:   | Expeditor                |
| Account Number: | KC                       |
| attentionTo:    | EXPEDITING TEAM          |
| address1:       | 10851 Mastin St, Ste 220 |
| city:           | Overland Park            |
| region:         | KS                       |
| postalCode:     | 66210                    |
| country:        | US                       |
| email:          | POEXPEDT@STAPLES.COM     |
| phone:          | 9133193100               |

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### Order Shipments:

#### ContactDetails:

|               |   |
|---------------|---|
| companyName:  | STAPLES PROMOTIONAL PRODUCTS                        |
| addressLines: | 1520 ALBANY PLACE SE<br>RECEIVING DOCK, DRIVEWAY #3 |
| city:         | ORANGE CITY   |
| state:        | IA  |
| postalCode:   | 510419678   |
| country:      | US  |
| email:        | POEXPEDT@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: 7888377  
 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!!

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Order Items:  
 lineNumber: 1  
 description: Donald 2-piece gift set Black  
 lineType: Repeat  
 Quantity:  
 value: 15  
 uom: EA

ToleranceDetails:

tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: 14.100  
lineItemTotal: 231.900  
requestedShipDate: 2024-10-07 06:30:06

Program:

name: HPI-HP INC-BRHP  
productId: GF4148  
customerProductId: 2004305320001  
lineItemGroupId: 1

Parts:

partGroup: 1  
partId: 00GF4148BLK  
customerSupplied: No  
description: Donald 2-piece gift set Black  
locationLinkId: s  
Quantity:  
value: 15  
uom: EA

Configuration:

referenceNumber: 7835794  
referenceNumberType: PurchaseOrder  
preProductionProof: No

Locations:

locationLinkId: 1  
locationId: 1  
locationName: Beside Clip

Decorations:

decorationId: 1  
decorationName: Laser Engraved

Artwork:

instructions: On silver part of Pen. refer to PO 7054485

Dimensions:

geometry: Rectangle  
useMaxLocationDimensions: No  
height: .2000  
width: 1.5000  
fileName: HP circle logo bw.eps  
artworkType: ProductionReady  
fileLocation: Email  
transportMechanism: Email  
locationLinkId: 2  
locationId: 22

|                     |   |
|---------------------|---|
| locationName:       | Silk Screened(ST4177) - Centered on Front Top                                       |
| Decorations:        |   |
| decorationId:       | 1   |
| decorationName:     | Silk Screened   |
| Artwork:            |   |
| instructions:       | Decoration Dimensions: 2"W   Centered on top of the box. please refer to PO 7054485 |
| Layers:             |   |
| colorSystem:        | Other   |
| LayerOrStops:       |   |
| nameOrNumber:       | black   |
| description:        | black   |
| color:              | black   |
| fileName:           | HP circle logo be.wps   |
| artworkType:        | ProductionReady   |
| fileLocation:       | Email   |
| transportMechanism: | Email   |
| locationLinkId:     | 3   |
| locationId:         | 14  |
| locationName:       | Centered on Front   |
| Decorations:        |   |
| decorationId:       | 1   |
| decorationName:     | Debossed  |
| Artwork:            |   |
| instructions:       | Decoration Dimensions: 2"W   Front of journal.refer to PO 7054485                   |
| fileName:           | HP circle logo bw.eps   |
| artworkType:        | ProductionReady   |
| fileLocation:       | Email   |
| transportMechanism: | Email   |
| Charges:            |   |
| chargeId:           | 330   |
| chargeName:         | Debossing / Embossing Run Charge  |
| description:        |   |
| chargeType:         | Run   |
| unitPrice:          | .680  |
| extendedPrice:      |   |
| Quantity:           |   |
| value:              | 15  |
| uom:                | EA  |
| chargeId:           | 640   |
| chargeName:         | Laser Engrave Run Chrg-Dec Loc x Qty  |
| description:        |   |
| chargeType:         | Run   |

unitPrice: .680  
extendedPrice:  
Quantity:  
value: 15  
uom: EA

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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:

PROGRAM