

STAPLES PROMOTIONAL PRODUCTS, CANADA

Purchase Order:	7978561	Order Date:	2024-12-11
Total Amount:	9,660.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: Karen.Varner@Staples.com
lineItemGroupId: 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: SL
attentionTo: KAREN VARNER
address1: 8610 Page Ave, Suite A
city: St. Louis
region: MO
postalCode: 63114
country: US
email: Karen.Varner@Staples.com
phone: 3148125846

comments: *****
***** DO NOT SHIP EARLY!!!! ORDER CAN
ONLY DELIVER BETWEEN 1/28/25 AND 1/31/25
PLEASE HOLD STOCK FOR THIS ORDER UPON
RECEIPT PRICE WILL BE HELD FOR ORDR PER
SHARON ARWICK

Contact Type: Sales
attentionTo: DONNA ARMSTRONG
address1: 3970 CLAY STREET
city: SAN FRANCISCO
region: CA
postalCode: 94118
country: US
phone: 4156093644

Order Shipments:

ContactDetails:

attentionTo: WORKWAVE 25 USER CONFERENCE
companyName: HILTON ANATOLE
addressLines: 2201 N STEMMONS FWY
city: DALLAS
state: TX
postalCode: 752072899
country: US
email: Karen.Varner@Staples.com
phone: 5555555555

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: 7978561

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!!

Order Items:

lineNumber:	1
description:	Navy blue/Neoskin hard cover journal
lineType:	Repeat
Quantity:	
value:	1400
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	6.900
lineItemTotal:	9660.000
requestedShipDate:	2025-01-24 17:24:45
requestedInHandsDate:	2025-01-29 17:24:45
Program:	
name:	VISA
endCustomerSalesOrder:	029496991
productId:	ST4143
customerProductId:	D020-3525
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4143NVY
customerSupplied:	No
description:	Navy blue/Neoskin hard cover journal

locationLinkId:	1
Quantity:	
value:	1400
uom:	EA
Configuration:	
referenceNumber:	7588833
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	
decorationName:	Deboss
Artwork:	
description:	WORKWAVE LOGO
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	1.5190
width:	2.5000
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	DEBOSSED
description:	WORKWAVE LOGO
color:	LOGO

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