

**STAPLES PROMOTIONAL PRODUCTS, CANADA**

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|                 |          |                |            |
|-----------------|----------|----------------|------------|
| Purchase Order: | 7990462  | Order Date:    | 2024-12-26 |
| Total Amount:   | 1,096.00 | 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<br>04-3390816 A/P Phone: 913-319-3100 |

|                 |                           |
|-----------------|---------------------------|
| Contact Type:   | Expeditor                 |
| Account Number: | KC                        |
| attentionTo:    | NELSON MILLER             |
| address1:       | 10851 Mastin St, Ste 220  |
| city:           | Overland Park             |
| region:         | KS                        |
| postalCode:     | 66210                     |
| country:        | US                        |
| email:          | nelson.miller@staples.com |
| phone:          | 9133194757                |

|               |               |
|---------------|---------------|
| Contact Type: | Sales         |
| attentionTo:  | EILEEN MARTIN |
| address1:     | 3 LOVERS LANE |
| city:         | MEDFORD       |
| region:       | NY            |
| postalCode:   | 11763         |
| country:      | US            |
| phone:        | 5168529108    |

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Order Shipments:

ContactDetails:

|                      |                              |
|----------------------|------------------------------|
| attentionTo:         | SABRINA BROWN                |
| companyName:         | NORTHWELL HEALTH             |
| addressLines:        | 2000 MARCUS AVE              |
| city:                | NEW HYDE PARK                |
| state:               | NY                           |
| postalCode:          | 110421069                    |
| country:             | US                           |
| email:               | nelson.miller@staples.com    |
| phone:               | 9173093125                   |
| 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:      | 7990462                      |
| 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/Neoskin soft cover journal |
| lineType:              | New                             |
| Quantity:              |                                 |
| value:                 | 200                             |
| uom:                   | EA                              |
| ToleranceDetails:      |                                 |
| tolerance:             | ExactOnly                       |
| allowPartialShipments: | No                              |
| unitPrice:             | 4.800                           |
| lineItemTotal:         | 1096.000                        |
| requestedShipDate:     | 2025-01-07 15:43:41             |
| requestedInHandsDate:  | 2025-01-10 15:43:41             |
| Program:               |                                 |
| name:                  | NORTHSHORELIJ                   |
| endCustomerSalesOrder: | 029572764                       |
| productId:             | ST4158                          |
| customerProductId:     | 687249                          |
| lineItemGroupingId:    | 1                               |
| Parts:                 |                                 |
| partGroup:             | 1                               |
| partId:                | 00ST4158DBL                     |
| customerSupplied:      | No                              |
| description:           | Blue/Neoskin soft cover journal |

|                           |   |
|---------------------------|---|
| locationLinkId:           | 1   |
| Quantity:                 |   |
| value:                    | 200   |
| uom:                      | EA  |
| Configuration:            |   |
| preProductionProof:       | No  |
| Locations:                |   |
| locationLinkId:           | 1   |
| locationId:               | 1   |
| locationName:             | CFTBEE  |
| Decorations:              |   |
| decorationId:             | 1   |
| decorationName:           | DEBOSS  |
| Artwork:                  |   |
| description:              | NORTHWELL HEALTH MASTER   |
| Dimensions:               |   |
| geometry:                 | Rectangle   |
| useMaxLocationDimensions: | No  |
| height:                   | 1.6180  |
| width:                    | 3.0000  |
| Layers:                   |   |
| colorSystem:              | Pms   |
| LayerOrStops:             |   |
| nameOrNumber:             | WHITE   |
| description:              | WHITE   |
| color:                    | WHITE Closest Available, no charge  |
| fileName:                 | Northwell Health SR bw.eps  |
| artworkType:              | ProductionReady   |
| fileLocation:             | <a href="https://designer.artifi.net/Designer/services/GetColorizedVector?accesstoken=sL9XK0sIXGKLMqRor81cyuJG2%2fBGuB%2blCCFp2j9Qzw75jwLris6uNQvFUZWchvRAI5FCimwDrQO4YKw4UqBxF1LYSHYID3EuFC1%2fi3X3VftyIw0Dg9YBixRkhJDO6cHK1cEkC2uixs%2f1ASO4RA5axVrGJdu%2fouEfky2rsHs56cVADlJ6ZwPsWcSxqB2Ks4v56HF59sEMzLjIVuzpNYekORF1OfTUuN5p0HSEeV40XPBCrFVRFMm8JGjzefCvumv4RpX1seuqJU3ev1Zy4QH4d6PSa5K7eL4RoP2FiqOPSf29Axajo1q44sT7UFM7HFILDD%2fg3d3QT6OIZSvrMfDC30LFNYZFZDRFpP7gf5rTqmOxcmiKj2qo2QdQ6PNKjyAapEDbz4BhuigljaiyOXXMTnmDai0m%2f7A9bXlGvMZQ2bU%3d">https://designer.artifi.net/Designer/services/GetColorizedVector?accesstoken=sL9XK0sIXGKLMqRor81cyuJG2%2fBGuB%2blCCFp2j9Qzw75jwLris6uNQvFUZWchvRAI5FCimwDrQO4YKw4UqBxF1LYSHYID3EuFC1%2fi3X3VftyIw0Dg9YBixRkhJDO6cHK1cEkC2uixs%2f1ASO4RA5axVrGJdu%2fouEfky2rsHs56cVADlJ6ZwPsWcSxqB2Ks4v56HF59sEMzLjIVuzpNYekORF1OfTUuN5p0HSEeV40XPBCrFVRFMm8JGjzefCvumv4RpX1seuqJU3ev1Zy4QH4d6PSa5K7eL4RoP2FiqOPSf29Axajo1q44sT7UFM7HFILDD%2fg3d3QT6OIZSvrMfDC30LFNYZFZDRFpP7gf5rTqmOxcmiKj2qo2QdQ6PNKjyAapEDbz4BhuigljaiyOXXMTnmDai0m%2f7A9bXlGvMZQ2bU%3d</a> |
| transportMechanism:       | Url   |
| fileName:                 | Virtual   |
| artworkType:              | VirtualProof  |

fileLocation: [https://designer.artifi.net/Designer/Services/GetP  
reviewImage?websiteId=136&webApiClientKey=  
5dd78a25-c22d-4ffe-a36e-  
b803f90702af&customizedProductId=30223717  
&angleId=271262&isThumbnail=False](https://designer.artifi.net/Designer/Services/GetP<br/>reviewImage?websiteId=136&webApiClientKey=<br/>5dd78a25-c22d-4ffe-a36e-<br/>b803f90702af&customizedProductId=30223717<br/>&angleId=271262&isThumbnail=False)

transportMechanism: Url

Charges:

|                |                  |
|----------------|------------------|
| chargeId:      | 2                |
| chargeName:    | Running Chg 1 AS |
| description:   |                  |
| chargeType:    | Order            |
| unitPrice:     | .680             |
| extendedPrice: |                  |
| Quantity:      |                  |
| value:         | 200              |
| 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:

SPPONE