

STAPLES PROMOTIONAL PRODUCTS, CANADA

Purchase Order:	7997012	Order Date:	2025-01-07
Total Amount:	310.50	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: David.Neureuther@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: OC
attentionTo: DAVID NEUREUTHER
address1: 1520 Albany Place SE
city: Orange City
region: IA
postalCode: 51041
country: US
email: David.Neureuther@Staples.com
phone: 7127370787

Contact Type: Sales
attentionTo: GINA RINEY
address1: 645 SIMMONS AVE
city: ST LOUIS
region: MO
postalCode: 63122

country: US
phone: 3145181969

Order Shipments:

ContactDetails:

attentionTo: SHEY PATE
companyName: MLGW
addressLines: 220 S MAIN ST
HUMAN RESOURCES/BENEFITS DEPT.
city: MEMPHIS
state: TN
postalCode: 381033917
country: US
email: David.Neureuther@Staples.com
phone: 9014032426

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: 7997012

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:	Smooth/lined/MAGNA PERFECT BOUND NOTEBOOK (5.5&q
lineType:	New
Quantity:	
value:	50
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.610
lineItemTotal:	230.500
requestedShipDate:	2025-01-23 17:07:19
requestedInHandsDate:	2025-01-28 17:07:19
Program:	
name:	CIGNA
endCustomerSalesOrder:	029612647
productId:	SC106
customerProductId:	D020-16430
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00SC1060SLIN
customerSupplied:	No

description:	Smooth/lined/MAGNA PERFECT BOUND NOTEBOOK (5.5&q
locationLinkId:	1
Quantity:	
value:	50
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	1
locationName:	Front and Back Covers
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	MLGW BEING LOGO
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	FULL COLOR
description:	WHOLE LOGO
color:	FULL COLOR
nameOrNumber:	BLACK
description:	BACKGROUND
color:	BLACK
fileName:	Art
artworkType:	ProductionReady
fileLocation:	https://mb.staplespromoproducts.com:443/p/index.php/webshare/1a35021de5bb4b8e859453cb7114a7cf/false/webshare/1a35021de5bb4b8e859453cb7114a7cf/Cigna
transportMechanism:	Url
Charges:	
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	80.000
extendedPrice:	
Quantity:	
value:	1

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:

SPECIAL ORDER