

## STAPLES PROMOTIONAL PRODUCTS, CANADA

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Purchase Order:	8003238	Order Date:	2025-01-15
Total Amount:	14.76	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:	MINDY HAAS
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	Mindy.Haas@staples.com

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:

companyName:	CATHERINE MCNALLY
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addressLines: 440 E MAIN ST  
city: BAY SHORE  
state: NY  
postalCode: 117068501  
country: US  
email: Mindy.Haas@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: 8003238  
packingListRequired: Yes  
blindShip: Yes  
allowConsolidation: No

FreightDetails:  
carrier: FEDEX  
service: GROUND

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!!

comments:

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Order Items:  
lineNumber: 1  
description: Blue/Neoskin soft cover journal Item: NEOSKIN  
SOFT COVER JOURNAL Item Color: BLUE  
lineType: New  
Quantity:  
    value: 3  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: 4.920  
lineItemTotal: 14.760  
requestedShipDate: 2025-01-17 09:45:44  
requestedInHandsDate: 2025-01-23 09:45:44  
Program:  
    name: SAMPLE  
endCustomerSalesOrder: 029645219  
productId: ST4158  
customerProductId: D020-9202  
lineItemGroupId: 1  
Parts:  
    partGroup: 1  
    partId: 00ST4158DBL  
    customerSupplied: No  
    description: Blue/Neoskin soft cover journal Item: NEOSKIN  
    SOFT COVER JOURNAL Item Color: BLUE  
    Quantity:  
        value: 3  
        uom: EA  
Configuration:  
    preProductionProof: No

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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