

**STAPLES PROMOTIONAL PRODUCTS, CANADA**

---

Purchase Order:	8004778	Order Date:	2025-01-16
Total Amount:	3.90	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

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:	KC
attentionTo:	KELLY DUNCAN
address1:	10851 Mastin St, Ste 220
city:	Overland Park
region:	KS
postalCode:	66210
country:	US
email:	kelly.duncan@staples.com
phone:	7127370689

Contact Type:	Sales
attentionTo:	SUSAN TROTTERE
address1:	47 WELLS ROAD
city:	GREENLAWN
region:	NY
postalCode:	11740
country:	US
phone:	6319878171

---

Order Shipments:

ContactDetails:

attentionTo:	JUSTIN QUINN
companyName:	MODERE
addressLines:	588 S 2000 W
city:	SPRINGVILLE
state:	UT
postalCode:	846633047
country:	US
email:	kelly.duncan@staples.com
phone:	8014182730
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:	8004778
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:

BLUE/Ecologist notebook combo Item:  
ECOLOGIST NOTEBOOK COMBO Item Color:  
BLUE

lineType:

New

Quantity:

value:

1

uom:

EA

ToleranceDetails:

tolerance:

ExactOnly

allowPartialShipments:

No

unitPrice:

3.900

lineItemTotal:

3.900

requestedShipDate:

2025-01-21 12:09:07

requestedInHandsDate:

2025-01-27 12:09:07

Program:

name:

QSUSM

endCustomerSalesOrder:

029652711

productId:

EC6055

customerProductId:

D020-11466

lineItemGroupingId:

1

Parts:

partGroup:

1

partId:

00EC6055BLU

customerSupplied:

No

description: BLUE/Ecologist notebook combo Item:  
ECOLOGIST NOTEBOOK COMBO Item Color:  
BLUE

Quantity:  
value: 1  
uom: EA

Configuration:  
preProductionProof: No

---

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