

## STAPLES PROMOTIONAL PRODUCTS, CANADA

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Purchase Order:	8004807	Order Date:	2025-01-16
Total Amount:	337.50	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: jessica.morrison@staples.com  
lineItemGroupId: 1

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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: KC  
attentionTo: JESSICA MORRISON  
address1: 10851 Mastin St, Ste 220  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: jessica.morrison@staples.com  
phone: 9133194711

Contact Type: Sales  
attentionTo: ALISA LYONS  
address1: 23705 CALM MEADOW CT  
city: GROSSE ILE  
region: MI  
postalCode: 48138

country: US  
phone: 7346759153

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Order Shipments:

ContactDetails:

attentionTo: COURTNEY LOPEZ  
companyName: MARATHON  
addressLines: 539 S MAIN ST RM X-06-008  
city: FINDLAY  
state: OH  
postalCode: 458403229  
country: US  
email: jessica.morrison@staples.com  
phone: 4196725747

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: 8004807

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/Bradford refillable journal combo
lineType:	Repeat
Quantity:	
value:	75
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.500
lineItemTotal:	337.500
requestedShipDate:	2025-01-30 12:38:12
requestedInHandsDate:	2025-02-05 12:38:12
Program:	
name:	MRTHP
endCustomerSalesOrder:	029652904
productId:	ST4423
customerProductId:	D030-4848
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4423BLU
customerSupplied:	No
description:	Blue/Bradford refillable journal combo

locationLinkId:	1
Quantity:	
value:	75
uom:	EA
Configuration:	
referenceNumber:	7680656
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	2
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	MARATHON - MPLX
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes

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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