

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

PURCHASE ORDER NO

0001069075

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date	Revision	Page
10/18/2012		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
759628 HINDI POONV	04BUCH173	

Vendor: 0000013504  
 VIDEO TECH SERVICES  
 3437 MYRTLE AVE STE 355  
 NORTH HIGHLANDS CA 95660

Ship To: FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630  
 United States

email:

Bill To: 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	REPAIR UNIT : LCD PROJECTOR SHARP MODEL # XG-P25X SERIAL # 41239299 REPLACED BALLAST UNIT # RDENCA014WJZZ	1.00	EA	269.88	269.88	10/22/2012
2- 1	LABOR	1.00	EA	300.00	300.00	10/22/2012
3- 1	LESS \$75 DEPOSIT LPF F2112, CHECK # FL-00765	1.00	EA	-75.00	-75.00	10/22/2012

CONFIRMATION ONLY  
 GOODS AND SERVICES RECEIVED

PAY INVOICE #22638 DATED 9/4/12

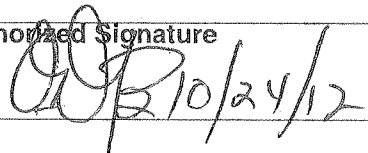
Sub Total Amount	494.88
Sales Tax Amount	20.92
Total PO Amount	515.80

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENPD	5600	11	FL.VI.AVSV	61900	00000	041A	515.80	2013

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature  


Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

## PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all **claims**, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

(revised 04/2012)

# Los Rios Community College District

Page \_\_\_\_\_ of \_\_\_\_\_

**Requisition**  
FLC BUSINESS SERVICES

\*RCVD  
PAY  
INVOICE

Req. No.	759628 ✓
P.O. NO.	

Vendor Code
Approved
Terms
F.O.B.

DATE 9/12/2012 2012 SEP 20 P 3 55

VENDOR Video Tech Service

ADDRESS 3437 Myrtle Ave. # 355

CITY N. Highlands STATE CA ZIP 95660

PHONE 916-481-2936 FAX 916-481-8316

DELIVERY INSTRUCTIONS	
04BUCH173	Location Code
FLC	Media Services
College/District Location	Department
AVSV	ASAP
Division	Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	REPAIR UNIT; LCD PROJECTOR				
2	Sharp Model # XG-P25X				
3	Serial # 412319299				
4	Unit intermittently works				
5					
6	Replaced Ballast unit				
7	part # RDENCA014WJZZ	1	EA	269.88	269.88
8					
9	LABOR			300.00	300.00
10					
11	<less \$75 deposit> Pre-paid B				- 75.00
12	LPO F2112, Check # FL-00765 Campus.				
13	*Emergency Repair Completed. Invoice Bal Due (10/18/12) CK RUN				
Purchases Charged to Categorical Programs, Grants or Special Projects				Sales Tax	20.92
This purchase is in compliance with the requirements of _____				<b>Total</b>	515.80
Program Director/Coordinator Signature		Program Name		Project/Grant Number	
		For grants/special projects			
Program Goal/Objective Number/Explanation					

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: David Hindi TYPED/PRINT DATE 9/17/2012

REQUESTED BY: David Hindi SIGNATURE DATE 9/17/2012

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 9/20/12

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 10/11/12

GENFD/5600/11/FL.VI.AVSV 9/21

Bus. Unit	Account*	Fund	Org	
61900	00000	2013	041A	\$ 515.80
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account*	Fund	Org	
Program	Sub-Class	BY	Proj/Grnt	Amount

FAIL  
10/14/12  
BY  
placed

\* Asset Location - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.

Location Code 04BUCH173 Dept. AVSV

Building FL3 Buckeye Hall Room No. 173

Instructions on Reverse

# INVOICE

22638

**VIDEO TECH SERVICE**  
**E79873**  
**3437 MYRTLE AVENUE, STE 355**  
**NORTH HIGHLANDS CA 95660**

Phone: (916) 481-2936  
 Fax: (916) 481-8316  
 Email: vidtech1@pacbell.net

FOLSOM LAKE COLLEGE, ATTN: DAVE HINDI  
 10 COLLEGE PARK WAY  
 FOLSOM CA 95630

Home Phone: (916) 608-6610 Cell Phone:  
 Work Phone: Ext:  
 Email:

Call Back:   
 Carry In:

Invoice Type: C.O.D.  
 Receive Code:  
 Dept. Code:

<b>Owner Of Unit</b>	
SAME	
<b>Accessories</b>	
<b>Invoice Dates</b>	<b>Unit Information</b>
Service Date: 08/01/2012	Product: LCD PROJECTOR
Schedule Date: / /	Brand: SHARP
Complete Date: 09/04/2012	Model: XG-P25X
Return Date: / /	Serial: 412319299
Paid Date: / /	Purchase: / /
<b>Other Information</b>	
Technician: DON	Dealer:
Location: 1A	Store W.O. #:
M/W:	Contract #:
Billing Code:	Special Auth #:
Call Back:	Coverage: Parts: COD Labor: COD
<b>Labor Breakdown</b>	<b>Service Requested</b>
INTERMITTENT BECOMING MORE CONSTANT, HAVE REPLACED 3 CURRENTLY HAS A SHARP BULB IN UNIT. WOULD MAKE SOUND LIKE COME ON BUT NOT COME ON	DEAD INTERMITTENTLY UNIT SEEMS LIKE SOMETHING NOT FIRING LAMP
	<b>Service Performed</b>
	Part Replaced - Electrical REPLACED BALLAST UNIT. ADJUSTED AND TESTED OPERATION.

Qty	Part Number	Reference	Description	Unit Price	Disc./Markup	Amount
1	RDENCA014WJZZ		BALLAST UNIT	269.88		269.88

*Deposit already Pre-paid by Campus  
 REV L CK# FLOO 765 LPO F2112 - See Attached.*

All work done guaranteed for 60 days labor, 90 days on parts installed.  
 A fee of \$25.00 will be applied on returned checks.

Travel:  
 Shipping:  
 Diag./Trip:  
 Mileage:  
 Other:

Total Parts:	269.88
Total Labor:	300.00
Total Other:	
Sales Tax:	20.92
Total:	590.80
Discounts:	
Deposit:	75.00
Payments:	
<b>Balance:</b>	<b>515.80</b>

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Technician's Signature: \_\_\_\_\_  
 Payment: Cash  Check  # \_\_\_\_\_ C.C.  # \_\_\_\_\_  
 Auth. # \_\_\_\_\_

An estimate as required (Section 9844 of the California Business and Professions Code) for repairs shall be given to the customer by the service dealer in writing, and the service dealer may not charge for work done supplied in excess of the estimate without prior consent of the customer. Where provided in writing, the service dealer may charge a reasonable fee for services provided in determining the nature of the malfunction preparation of a written estimate for repair. For information, contact the Bureau of Electronic and Appliance Repair, Department of Consumer Affairs, Sacramento 98584.

**ORIGINAL** *for*

# FOLSOM LAKE COLLEGE

100 SCHOLAR WAY • FOLSOM, CA 95630  
 TELEPHONE (916) 608-6549

CHECK NO. **FL-00765**

VENDOR NO. **0000003279**

DATE **July 26, 2012**

LOCATION **09**

*9/5/12 to AOPS*

TO: Video Tech Service  
 3437 Myrtle AVE, Suite 355  
 North Highlands, CA 95660  
 916-978-1959

REQUISITIONED BY  
**LPO- F2112**

GENFD	5600	11	FL.VI.AVSY	61900	00000	2013	DATA	\$75.00
BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EST. TOTAL AMOUNT
1	1	Diagnostic Service Fee Evaluate for Repair for Sharp IC-P25z Projector Repair  Request for Prepaid Deposit	\$75.00	\$75.00

RECEIVED BY: David Hindi  
 DATE: 7/27/2012

<b>FOLSOM LAKE COLLEGE</b> REVOLVING FUND ACCOUNT 100 Scholar Way • Folsom, CA 95630  Folsom Lake College will pay to the order of:	<b>BANK OF AMERICA</b> GOVERNMENT BANKING	CHECK No. <b>FL-00765</b>  DATE <u>July 26, 2012</u>	11:35 12:10
Video Tech Service		\$ <u>75.00</u>	
Seventy Five and 00/100		DOLLARS	(NOT TO EXCEED \$250.00) *THIS CHECK VOID 60 DAYS FROM DATE DRAWN
ENTERED <i>David Hindi</i> left		COPY NOT NEGOTIABLE	
ADMINISTRATIVE SERVICES			



LOS RIOS COMMUNITY COLLEGE DISTRICT  
1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F 3112

Date 7/25/2012

**LIMITED PURCHASE ORDER**  
(Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> Video Tech Service 3437 Myrtle Ave, Suite 355 North Highlands, CA 95660 916-978-1959		<b>DELIVERY INSTRUCTIONS:</b> <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call Call David Hindi: 916-608-6610 Folsom Lake College 10 College Parkway Folsom, CA 95630	
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO		
1	Sharp XG-P25X Projector Repair	1	Each		75.00	75.00
2	(Serial No. 412319299)					
3	Diagnostic Service Fee Evaluate					
4	for repair					
5	request revolving check prepaid					
6	Deposit					
7						
8						
9						
10						

**Purchases Charged to Categorical Programs, Grants or Special Projects**  
This purchased is in compliance with the requirements of:

Program Name \_\_\_\_\_  
For grants/special projects \_\_\_\_\_  
Project/Grant Number \_\_\_\_\_

Program Director/Coord. Signature \_\_\_\_\_  
Program Goal/Objective Number/Explanation \_\_\_\_\_

SUB-TOTAL	75.00
SALES TAX	
<b>TOTAL</b> (Not to Exceed \$200.00)	<b>75.00</b>

RECEIVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

I/WE hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations, and laws.

David Hindi 7/25/2012  
REQUESTED BY: \_\_\_\_\_ TYPED/PRINT \_\_\_\_\_ DATE \_\_\_\_\_

GENPD 5600/21 / FL.VZ. AVSV  
Bus. Unit Account Fund Org

David Hindi 7/25/2012  
REQUESTED BY: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

41900/00000/203/041A \$ 75.00  
Program Sub-Class BY Proj/Gmt Amount

APPROVED \_\_\_\_\_ DEAN OR OTHER AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Bus. Unit Account Fund Org

APPROVED \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

Program Sub-Class BY Proj/Gmt Amount

# Claim Check

Claim 22638

## VIDEO TECH SERVICE

E79873

3437 MYRTLE AVENUE, STE 355  
NORTH HIGHLANDS CA 95660

Phone: (916) 481-2936

Fax: (916) 481-8316 Email: vidtech1@pacbell.net

Date In: 08/01/2012

Schedule Date: / /

Taken By: LP

Receive Code:

Store Billing Code:

### Customer Information

FOLSOM LAKE COLLEGE, ATTN: DAVE HINDI

10 COLLEGE PARK WAY

FOLSOM CA 95630

Home Phone: (916) 608-8610

Call Phone:

Work Phone:

Ext.:

### Owner Information

SAME

### Unit Information

Brand: SHARP

Model: XG-P25X

Serial: 412319299

Product: LCDP

Dealer:

Store W.O. #:

Coverage: Parts: COD Labor: COD

Purchase Date: / /

Complaint: DEAD INTERMITTENTLY UNIT

SEEMS LIKE SOMETHING NOT FIRING LAMP

Accessories:

### Comments

INTERMITTENT BECOMING MORE CONSTANT, HAVE REPLACED 3 DIFFERENT BULBS  
CURRENTLY HAS A SHARP BULB IN UNIT. WOULD MAKE SOUND LIKE TRYING TO  
COME ON BUT NOT COME ON

I shall not hold company accountable for any kind of dings, marks, scratches, spots or damages done to my unit prior to being accepted for service, whether or not it was put in writing. Diagnostic fee is not refundable, credited toward repair. Unclaimed unit left over 30 days may be sold for parts, and \$3.00 per day plus applicable transportation fee (as long as unit is in company possession) will be charged to customer account after service or diagnostic completed. I agree that company may charge me for cost of collection and a court cost, if I fail to pay in full for services rendered. All deposits must be paid and cleared before unit is released. If my check should bounce, I will be responsible for all costs involved to collect the money from my account. I understand that it is against the law and criminal offence to stop my check, and I may be prosecuted by the state of California. I have read, understand and accept the terms of this agreement.

Pre-Authorized Amount: 0

Deposit Received: 75.00

Estimated Time:

Estimated Days:

Customer's Signature

David Hindi 8/1/2012

An estimate as required (Section 9844 of the California Business and Professions Code) for repairs shall be given to the customer by the service dealer in writing, and the service dealer may not charge for work done or parts supplied in excess of the estimate without prior consent of the customer. Where provided in writing, the service dealer may charge a reasonable fee for services provided in determining the nature of the malfunction in preparation of a written estimate for repair. For information, contact the Bureau of Electronic and Appliance Repair, Department of Consumer Affairs, Sacramento 95834.