

**PURCHASE ORDER NO
DUPLICATE**

0001078329

Date 09/26/2014	Revision 1 - 09/29/2014	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 808846 CLARKC KK POONV		

Vendor: 0000034580
ELITE PARTY RENTALS LLC
11151 TRADE CENTER DR STE 205
RANCHO CORDOVA CA 95670

Phone: (916) 852-1225
Fax: (916) 852-1211

email:

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

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
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CONFIRMATION ONLY - DO NOT DUPLICATE ORDER
PLEASE NOTE THIS PURCHASE ORDER NUMBER ON THE COMPANY INVOICE TO EXPEDITE PAYMENT

PER ESTIMATE 1507

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	5601	11	FL.VS.TRAR	63300	00000	051C	312.35	2015

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.

Unauthorized

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

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.

Los Rios Community College District

Requisition

Page 1 of 1

Req. No. **808846**

Vendor Code **34580**

DATE 9/17/14 **Elite Party Rentals**
F.L.C. BUSINESS SERVICES
2014 SEP 24 P 1:31

P.O. NO.

Approved by / Date
 Reviewed by / Date
 Dispatched Method / Date

VENDOR Elite Party Rentals
 ADDRESS 8845 Washington Blvd - Suite 140
 CITY Roseville STATE CA ZIP 95678
 PHONE 916-773-2133 FAX 916-773-4112

DELIVERY INSTRUCTIONS
U-OPFA (Rec. Dept)
 Location Code
 College/District Location FLC Department Counseling
 Division SS Date Required 10/7/14

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
<u>1</u>	<u>Banquet Tables - 6 feet</u>	<u>30</u>	<u>7.00</u>	<u>7.65</u>	<u>229.50</u> <u>210</u>
<u>2</u>	<u>Chairs</u>	<u>20</u>	<u>1.00</u>	<u>.99</u>	<u>19.80</u> <u>20.00</u>
<u>3</u>	<u>Delivery - Monday 10/6 Del by 8AM</u>	<u>1</u>		<u>55.00</u>	<u>55.00</u> <u>95.00</u>
<u>4</u>	<u>Damage Waiver Maint/INS Fee</u>	<u>1</u>	<u>10.35</u>	<u>22.44</u>	<u>22.44</u> <u>10.35</u>
<u>5</u>					
<u>6</u>	<u>(For Transfer Day) EVENT DATE</u>				
<u>7</u>	<u>10/6/14 Monday 10/6/14</u>				
<u>8</u>					
<u>9</u>	<u>10% Disc (Rentals)</u>	<u>1</u>		<u><23></u>	<u><23.00></u>
<u>10</u>					
<u>11</u>	<u>Area/Dept. approval to sub vendor to (see attach email)</u>				
<u>12</u>	<u>Elite Party Rentals</u>				
<u>13</u>	<u>per Quote #1507 9/24/14 BH</u>				

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of _____

Program Name _____

For grants/special projects _____

Program Director/Coordinator Signature _____ Project/Grant Number _____

Program Goal/Objective Number/Explanation _____

Sales Tax

Total \$312.35 BH
~~326.74~~

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: Chris Clark TYPED/PRINT 9/17/14 DATE

REQUESTED BY: [Signature] SIGNATURE 9/17/14 DATE

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE 9/19/14 DATE

APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE

6ENFD / 5601 / 11 / FL.VS. TRAR

Bus. Unit	Account	* Fund	Org	
<u>63300</u>	<u>100000</u>	<u>18016</u>	<u>051C</u>	\$ <u>312.35 BH</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	

* 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 _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse



Elite Party Rentals
 11151 Trade Center Drive Suite 205
 Rancho Cordova, CA 95670
 Phone # 916-852-1225
 Fax # 916-852-1211

Date	Estimate #
9/24/2014	1507

Bill To
Folsom Lake College 10 College Parkway, Folsom, CA 95630 Chris Clark

Estimate

Deliver To
Transfer Day 10 College Parkway Folsom, CA 95630

		Event Date	10/6/2014
Qty	Description	Rate	Total
30	6' Banquet Tables	7.00	210.00
20	Samsonite Folding Chairs	1.00	20.00
	Sub-Total		230.00
	Discount	-10.00%	-23.00
	Maintenance/Insurance Fee	5.00%	10.35
	Delivery & Pickup (regular hours) - Delv by 8am Monday	95.00	95.00

Fifty Percent(50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Linens will be inspected for burns, tears, candle wax, or unusual stains upon return. Chairs and tables are susceptible to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used.

Total	\$312.35
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From: [Haney, Brenda](#)
To: [Clark, Chris](#)
Cc: [Dixon, Melanie](#); [Adger, Valerie](#)
Subject: RE: Transfer Day Vendor Change_REQ#_808846 Change Vendor from Celebrations to Elite Party Rentals
Date: Thursday, September 25, 2014 12:55:46 PM
Attachments: [Est_1507_from_Elite_Party_Rentals_2300.pdf](#)
Importance: High

Hi Chris –

I'm sorry to hear that your REQ was submitted with the wrong Event - here's what that means to your Area/Dept. :

The change/correction to Monday 10/6/14 has been made – Quote total is now \$312.35 .
Revised quote is attached.

It will now cost your Area/Dept. and additional \$35.00 for early morning delivery – to have tables delivered by 8:00 Monday 10/6/14. As Friday delivery costs more and we are not open for delivery on Sat or Sun.

NOTE: Planning Events on Monday's and Friday's will always result in higher rental costs.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

 916.608.6635 |  haneyb@flc.losrios.edu

From: Clark, Chris
Sent: Thursday, September 25, 2014 11:59 AM
To: Haney, Brenda
Cc: Dixon, Melanie; Adger, Valerie
Subject: RE: Transfer Day Vendor Change_REQ#_808846 Change Vendor from Celebrations to Elite Party Rentals

Thanks. Just to let you know, Transfer Day is October 6th. The date written on the req says 10/7.
Just want to make sure we have the right date.

Thanks!

Chris

From: Haney, Brenda
Sent: Thursday, September 25, 2014 8:31 AM
To: Clark, Chris
Cc: Dixon, Melanie; Adger, Valerie
Subject: RE: Transfer Day Vendor Change_REQ#_808846 Change Vendor from Celebrations to Elite Party Rentals
Importance: High

Good Morning Chris –

Thank you for approving the [vendor change](#) from Celebrations [to Elite Party Rentals \(Quote# 1507\)](#) for [REQ# 808846 – Transfer Day Rentals](#).

Your REQ has been sent to VPA for signature and is posted to Inside BSO Archives – PO will be added once DO Purchasing issues it to vendor (EPR). Copy of changes attached.

Note:

For future rental needs – please quote/select Elite Party Rentals first – as they will consistently be lower in price, and they do not require the multiple signed contracts/documents that Celebrations requires in addition to our Purchase Order.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

 916.608.6635 |  haneyb@flc.losrios.edu

From: Adger, Valerie

Sent: Wednesday, September 24, 2014 4:07 PM

To: Haney, Brenda

Cc: Dixon, Melanie

Subject: Transfer Day Vendor Change

Hi Brenda,

Saw Chris Clark, this change is fine. He said thank you for the savings!

Valerie Adger

Assistant to the Dean of Student Services

Folsom Lake College

916-608-6769

Los Rios Community College District

Requisition

Page 1 of 1

FLC BUSINESS SERVICES

Req. No. **808846**
P.O. NO.

Vendor Code **34580**

DATE 9/17/14

~~2014 SEP 24 P 1:31~~

Approved by / Date
Reviewed by / Date
Dispatched Method / Date

VENDOR _____
ADDRESS 8845 Washington Blvd - Suite 140
CITY Roseville STATE CA ZIP 95678
PHONE 916-773-2133 FAX 916-773-4112

DELIVERY INSTRUCTIONS
FLC - OREA (Rec. Dept)
Location Code
College/District Location FLC Department Counseling
Division SS Date Required 10/7/14

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.					
<u>1</u>	<u>Banquet Tables - 6 feet</u>	<u>30</u>	<u>7.00</u>	7.65	229.50 <u>210.00</u>
<u>2</u>	<u>Chairs</u>	<u>20</u>	<u>1.00</u>	.99	19.80 <u>20.00</u>
<u>5</u>	<u>Delivery</u>	<u>1</u>	<u>60.00</u>	55.00	55.00 <u>60.00</u>
<u>4</u>	<u>Damage Written Maint/Ins Fee</u>	<u>1</u>	<u>10³⁵</u>	22.44	22.44 <u>10³⁵</u>
<u>6</u>	<u>(For Transfer Day)</u>				
<u>7</u>	<u>10/7/14</u>				
<u>8</u>					
<u>3</u>	<u>10% Disc (Chairs Rentals)</u>	<u>1</u>		23	23.00 <u>23.00</u>
10					
11	<u>Area/Dept. approval to sub Vendor</u>	<u>to (see attach email)</u>			
12	<u>Elite Party Rentals</u>				
13	<u>per Quote #1507 9/24/14</u>		<u>ORA</u>		

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of _____

Program Name _____

For grants/special projects _____

Program Director/Coordinator Signature _____ Project/Grant Number _____

Program Goal/Objective Number/Explanation _____

Sales Tax

Total \$277.35 BA
~~326.74~~

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: Chris Clark TYPED/PRINT SIGNATURE 9/17/14 DATE

REQUESTED BY: [Signature] SIGNATURE 9/17/14 DATE

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE 9/19/14 DATE

APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE

<u>GENED / 5601 / 11 / FL. VS. TRAR</u>				
Bus. Unit	Account	* Fund	Org	Amount
<u>63300</u>	<u>100000</u>	<u>2015</u>	<u>051C</u>	<u>\$ 277.35</u> <u>BA</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
	/	/	/	
Bus. Unit	Account	* Fund	Org	\$
	/	/	/	
Program	Sub-Class	BY	Proj/Grnt	Amount

* 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 _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse



Elite Party Rentals
 11151 Trade Center Drive Suite 205
 Rancho Cordova, CA 95670
 Phone # 916-852-1225
 Fax # 916-852-1211

Date	Estimate #
9/24/2014	1507

Bill To
Folsom Lake College 10 College Parkway, Folsom, CA 95630 Chris Clark

Estimate

Deliver To
Transfer Day 10 College Parkway Folsom, CA 95630

Event Date	10/7/2014
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Qty	Description	Rate	Total
30	6' Banquet Tables	7.00	210.00
20	Samsonite Folding Chairs	1.00	20.00
	Sub-Total		230.00
	Discount	-10.00%	-23.00
	Maintenance/Insurance Fee	5.00%	10.35
	Delivery & Pickup (regular hours)	60.00	60.00

Total	\$277.35
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Fifty Percent(50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Linens will be inspected for burns, tears, candle wax, or unusual stains upon return. Chairs and tables are susceptible to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used.

From: [Haney, Brenda](#)
To: [Clark, Chris](#)
Cc: [Dixon, Melanie](#); [Adger, Valerie](#)
Subject: RE: Transfer Day Vendor Change_REQ#_808846 Change Vendor from Celebrations to Elite Party Rentals
Date: Thursday, September 25, 2014 8:30:48 AM
Attachments: [REQ# 808846_ELITE PARTY RENTALS TRX DAY 10-7-14.pdf](#)
Importance: High

Good Morning Chris –

Thank you for approving the [vendor change](#) from Celebrations [to Elite Party Rentals \(Quote# 1507\)](#) for [REQ# 808846 – Transfer Day Rentals](#).

Your REQ has been sent to VPA for signature and is posted to Inside BSO Archives – PO will be added once DO Purchasing issues it to vendor (EPR). Copy of changes attached.

Note:

For future rental needs – please quote/select Elite Party Rentals first – as they will consistently be lower in price, and they do not require the multiple signed contracts/documents that Celebrations requires in addition to our Purchase Order.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

 916.608.6635 |  haneyb@flc.losrios.edu

From: Adger, Valerie
Sent: Wednesday, September 24, 2014 4:07 PM
To: Haney, Brenda
Cc: Dixon, Melanie
Subject: Transfer Day Vendor Change

Hi Brenda,

Saw Chris Clark, this change is fine. He said thank you for the savings!

Valerie Adger

Assistant to the Dean of Student Services

Folsom Lake College

916-608-6769



8845 Washington Blvd. - Suite 140
 Roseville, CA 95678
 www.CelebrationsPartyRentals.com
 916-773-2133 Phone
 916-773-4112 Fax

Status: Quote
 Quote #: q13417

Event Beg: Fri 10/ 3/2014 9:00AM
 Event End: Tue 10/ 7/2014 5:00PM
 Operator: Lisa Dube
 Terms: 10% Net 30

Customer #: 10945

Folsom Lake College
 10 College Pkwy
 Folsom, CA 95630

916-608-6719 Phone
 916-608-6895 Fax

Ordered By: Chris Clark - 916 608-6719

Delivery and Pickup

Delivery : Fri 10/ 3/2014
 Pickup Date: Tue 10/ 7/2014
 Location: Folsom Lake College

Contact: Chris Clark
 Phone: 916-608-6719

Used at Address: 10 College Pkwy ; Folsom, CA 95630
 Delivery Notes: Deliver to Facilities Dept.

Qty	Items	Status	Each	Price
30	TABLE - BANQUET - 6'	Rental	\$7.65	\$229.50
20	CHAIR - SAMSONITE - WHITE	Rental	\$0.99	\$19.80
1	DELIVERY - FOLSOM	Delivery	\$55.00	\$55.00

VOID
Cancel

Quote valid for 30 days.

Quote

THIS IS NOT A CONTRACT:

Quotes or proposals do not guarantee availability of rental equipment.

Orders over \$100.00 require a 25% deposit and a valid credit card to reserve equipment items.

All tent reservations require a valid credit card and a 50% non-refundable deposit due at the time of reservation.

Rental/ w/ 10% Disc:	\$249.30
Damage Waiver:	\$22.44
Delivery Charge:	\$55.00
Subtotal:	\$326.74
Sales Tax.:	\$0.00
Total:	\$326.74
Paid:	\$0.00
Amount Due:	\$326.74

Signature: _____

Folsom Lake College

E l i t e

Party Rentals

Elite Party Rentals
 11151 Trade Center Drive Suite 205
 Rancho Cordova, CA 95670
 Phone # 916-852-1225
 Fax # 916-852-1211

Date	Estimate #
9/24/2014	1507

PO#_0001078329

Bill To
Folsom Lake College 10 College Parkway, Folsom, CA 95630 Chris Clark

Estimate

Deliver To
Transfer Day 10 College Parkway Folsom, CA 95630

		Event Date	10/6/2014
Qty	Description	Rate	Total
30	6' Banquet Tables	7.00	210.00
20	Samsonite Folding Chairs	1.00	20.00
	Sub-Total		230.00
	Discount	-10.00%	-23.00
	Maintenance/Insurance Fee	5.00%	10.35
	Delivery & Pickup (regular hours) - Delv by 8am Monday	95.00	95.00
<p><i>RCVR: 000 10 66584</i></p> <p><i>CMT 10/9/14</i></p>			

Fifty Percent(50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Linens will be inspected for burns, tears, candle wax, or unusual stains upon return. Chairs and tables are susceptible to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used.

Total	\$312.35
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From: [Haney, Brenda](#)
To: [Wong, Barbara](#)
Subject: PO_0001078329_ FW: Invoice 10133 from Elite Party Rentals / EMAIL INVOICE / OK TO PAY
Date: Friday, October 17, 2014 11:23:50 AM
Attachments: [Inv_10133_from_Elite_Party_Rentals_748.pdf](#)

Barbara –

Vendor providing invoice by email - PO_0001078329 – Receiver processed ok to pay.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

-----Original Message-----

From: elitepartyrentals@att.net [mailto:elitepartyrentals@att.net]

Sent: Friday, October 17, 2014 10:26 AM

To: Haney, Brenda

Subject: Invoice 10133 from Elite Party Rentals

Dear Customer :

Just a reminder about your invoice. I have included the PO # in order to expedite the payment.

We greatly appreciate your business.

Regards,

Elite Party Rentals

916-852-1225

This email is free from viruses and malware because avast! Antivirus protection is active.

<http://www.avast.com>



11151 Trade Center Dr. Suite 205
 Rancho Cordova, CA 95670
 Phone # 916-852-1225
 Fax # 916-852-1211
 Elitepartyrentals@att.net
 Elitepartyrent.com

Date	Invoice #
9/27/2014	10133

Invoice

Bill To
Folsom Lake College 10 College Parkway, Folsom, CA 95630 Chris Clark

Deliver To
Transfer Day 10 College Parkway Folsom, CA 95630 PO #0001078329

Pickup Date	Event Date	Delivery Date	Notes:
10/07/14	10/6/2014	10/6/2014	Deliver before 8am

Quantity	Description	Rate	Amount
30	6' Banquet Tables	7.00	210.00
20	Samsonite Folding Chairs	1.00	20.00
	Sub-Total		230.00
	Discount	-10.00%	-23.00
	Maintenance/Insurance Fee	5.00%	10.35
	Delivery & Pickup (regular hours) - Delv by 8am Monday	95.00	95.00

Fifty Percent (50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Linens will be inspected for burns, tears, candle wax, or unusual stains upon return. Chairs and tables are subceptable to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used. All Cancellations are 5 days before event.	Total	\$312.35
	Payments/Credits	\$0.00
	Balance Due	\$312.35