



10 College Parkway  
Folsom, CA 95630

**PURCHASE ORDER NO. CBF15065**

FLC FOUNDATION

PO Date: Apr 16, 2015      Date Required:

Ordered By: SALLY HOWARD      Requisition #: 38235

**VENDOR: COMMERCE PRINTING**  
322 N. 12th STREET  
SACRAMENTO CA 95814  
Email: [kellie@commerceprinting.com](mailto:kellie@commerceprinting.com)

**SHIP TO:**  
FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

**BILL TO:**  
FOLSOM LAKE COLLEGE  
ATTN: BUSINESS SERVICES  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

PH: 916.442.8100      FAX: 916.448.2727

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	Print Services for: Harris Center Annual Membership Mailer	1.00	JOB	\$2,910.000	\$2,910.00
	Mailer / Printing to Include - 8,500 / EA of: Membership Letter - 4 Color; Return Envelope - 2 Color #10 Envelope for Mailing - 2 Color				
2	8% Sales Tax on Printing Services	1.00		\$232.800	\$232.80
3	Mailing Services - vendor to deliver to Post Office	1.00	JOB	\$390.000	\$390.00
4	Estimated Postage for 8,500 pieces - to be determined, pending FLC Foundation Mailing List	1.00	JOB		\$0.00
	Per Revised Estimate# 3-085 - dated March 26, 2015				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

EMAIL INVOICE TO:  
Brenda Haney 916.608.6635  
[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

Sub Total	<input type="text" value="\$3,532.80"/>
State Tax % <input type="text"/>	State Tax <input type="text" value="\$0.00"/>
	Shipping <input type="text"/>
Total PO Amount	<input type="text" value="\$3,532.80"/>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number  
Direct all deliveries and delivery documents to the SHIP TO address.  
Direct all correspondence and invoices to the BILL TO address.

NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE  
*Kathleen Furkula* 4/16/15

# CommercePrinting

S E R V I C E S

*Service, quality, trust ...we say it in ink.*

To: Sally Howard Harris Center at 3 Stages From: Kellie Melby  
Fax: via email Page: 1 Page  
Phone: 608-6643 Date: March 26, 2015  
Description: Quote Request

Following please find the quote you requested:

**Revised Estimate #3-085**  
**Harris Center Annual Membership Mailer**  
Membership Letter 4 color  
Return Envelope, 2 Color  
#10 Envelope for Mailing, 2 Color  
Mailing Services (Postage will be billed as line item)  
8500 of each  
\$3300

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#### Summary of Estimate

Printing	\$2910	Postage TBD (unable to estimate without mailing list)
Mailing Services	\$ 390	

#### Press Time Available

**CA Certified Small Business #3258**  
**Union Print Shop**

Please call me if you have any questions.

Thanks!

Kellie Melby



**Commerce Printing Services 322 N. 12<sup>th</sup> Street, Sacramento, CA 95814**  
**(916) 442-8100 Fax (916) 448-2727 E-Mail: [kellie@commerceprinting.com](mailto:kellie@commerceprinting.com)**



110 BUSINESS SERVICES

# FOLSOM LAKE COLLEGE

EL DORADO CENTER | RANCHO CORDOVA CENTER

- CHECK ONE
- ASG(71,72)
  - College Act. Trust(81)
  - Foundation(83)
  - IR(13,14)
  - Harris Ctr(55)

3/24/15

2015 MAR 25 AM 10:38

## CAMPUS-BASED REQUISITION

DATE 3/24/15

VENDOR Commerco Printing REQ. # CBF 38235

ADDRESS 322 N. 12th PO REQUIRED(circle one) YES NO

CITY Sacramento P.O. # CBF 15065

STATE CA ZIP 95814 DATE REQUIRED \_\_\_\_\_

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	HCA 2015/16 Membership	8500			\$3300
2	mail				
3					
4	(See quotes attached)				
5					
6					
7					
8					
9					
10					

### Check Distribution

Call Student, Hold for pick up # \_\_\_\_\_

Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_

Forward to \_\_\_\_\_

Inter-Campus mail to \_\_\_\_\_

USPS mail

Other \_\_\_\_\_

Sub-Total	
Sales Tax	
Freight	
<b>TOTAL</b>	

Account Name \_\_\_\_\_ Bus Unit BANFLU Account 4501 Fund 1831 Department FLC Program FOUN Class 70903 Project 000006109 Amount \$ \_\_\_\_\_

Account Name \_\_\_\_\_ Bus Unit \_\_\_\_\_ Account \_\_\_\_\_ Fund \_\_\_\_\_ Department \_\_\_\_\_ Program \_\_\_\_\_ Class \_\_\_\_\_ Project \_\_\_\_\_ Amount \$ \_\_\_\_\_

AUTHORIZED [Signature]  
Club Officer/Requestor

APPROVED [Signature]  
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked D Vendor ID 1298

Voucher # \_\_\_\_\_ Date \_\_\_\_\_

Warrant # \_\_\_\_\_ Date \_\_\_\_\_



A DIVISION OF AUBURN PRINTERS INC

13020 Earhart Ave. Auburn CA 95602 530-885-9674 (FAX)530-885-6517

Sally Howard  
Harris Center for the Arts att:Kathleen  
Switzer  
10 College Parkway  
Folsom, CA 95630  
Phone: 916-608-6820

3/11/2015

QUOTE# 35814

Salesperson - MERRILL

Thank you for the opportunity to quote you on your printing needs. Below are the prices based on "Print Ready File" supplied. Additional charges or deductions are listed below. Please don't hesitate to call us if you have any questions or corrections to this quote. This Estimate is good for 30 days and does not include sales tax.

8,500	ANNUAL MEMBERSHIP MAILER/STATIC 4/4 LETTER W/ BLACK VARIABLE DATA IMPRINT , PERFORATE & FOLD #9 REPLY ENVELOPE, 3.875 x 8.875 White 24# #9 AP Regular Env. , Offset Printed 1 color front in BLACK ink #10 WINDOW ENVELOPE, 4.125 x 9.5 White 24# #10 Poly Window Soft Box Wove, Offset Printed 1 color front in PMS ink INSERT VARIABLE LETTER, #9 ENVELOPE INTO #10 WINDOW ENVELOPE, SEAL, SORT, AND DELIVER TO POST OFFICE	4,353.17
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PRICE IS BASED ON DROPPING AT WEST SAC POST OFFICE & "FRONTING " THE POSTAGE  
POSTAGE NOT INCLUDED.  
FIRST CLASS POSTAGE IS: \$.384-.405 EACH  
NON PROFIT POSTAGE IS: \$.135 -.154 EACH

Thank You!

Approval \_\_\_\_\_ Date \_\_\_\_\_ Quantity \_\_\_\_\_



# DOME Printing Manufacturing Proposal

800.343.3139 / Fax: 916.923.9310 / www.DOMEprinting.com / 340 Commerce Circle / Sacramento, CA 95815

PROPOSAL SUBMITTED TO: Folsom Lake College  
CONTACT NAME: Sally Howard

DATE: 3/10/2015  
ISSUE #: 243086  
QUOTE ID #: AHMA-1ALOOGL

QUOTE NAME: Harris Center Annual Membership Mailer 2015

**DESCRIPTION:**

FINISHED SIZE: 8.5" x 3.66"

PRE-MEDIA: CLIENT TO SUPPLY: Native files

DOME TO PROVIDE: Forms and Epsoms

DESIGN SERVICES: No

FLAT SIZE: 8.5" x 14"

PRESS: Letter: 4/4

#9 Remit Envelope: 1/0

#10 Envelope: 1/0

**DIGITAL PRINTING:**

**DIGITAL INSTRUCTIONS:**

PAPER: Letter: 80# Gloss text

Remit Envelope: #9 white wove

#10 Envelope: #24 non window white wove

FSC:

PCW %: N

BLEEDS: Yes

COVERAGE: 3 (1 indicates Low, 5 indicates High)

CROSSOVERS: N

PRESS CHECK: N

BINDERY: Trim to size, letter fold and send to Dome Direct to insert into envelopes.

MAILING SERVICES: Presort, address & mail

**ADDRESS PROOFS:**

INSERTING: Insert into an envelope

TABBING:

MERGE/PURGE: Y

PACKAGING: Carton Pack

SHIPPING: Sort and Mail

MAIL QUANTITY: all

MAIL CLASS: Non-profit

MAIL CATEGORY: Letter

MAIL TRACKING:

PERMIT NUMBER: 41

NCOA: Y

*UPS and FedEx charges, if any, will be billed additionally. Shipping charges in excess of \$500 will be billed COD.*

	<u>Quantity</u>	<u>Price (\$)</u>
Letter	8,500	Price:
#9 Reply Envelope	8,500	\$3,852.00 + mail servs \$786.00, Total: \$4,638.00
#10 Envelope	8,500	Postage not included.
Total	25,500	

Credit Terms: Net 30 days

Quoted prices do not include sales tax

The quoted prices are based on current labor and materials costs and are subject to revision due to changes in said costs. All quotations are subject to a review of the final art. If applicable, postage is additional and due prior to mailing. **REMARKS:** Your acceptance of this proposal within 30 days will constitute a valid order to perform the work above. A quotation not accepted within 30 days may be changed. Acceptance of an order is subject to credit approval and contingencies such as fire, water, theft, vandalism, acts of God, and other causes beyond the provider's control. Canceled orders require compensation for incurred costs and related obligations. DOME Printing is not responsible for loss or damage to archived job files after delivery of final product. **TERMS:** Any modifications, alterations or corrections will be charged additionally at the provider's current rates, including all work performed in addition to the original specifications. By signing this proposal, the purchaser agrees to DOME's "Terms and Conditions." If you do not have a current copy of this document, please download at: <http://www.domeprinting.com/termsandconditions.pdf>

PROPOSAL SUBMITTED BY: Jeff Major

PURCHASER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_