

STANDARD PO - CHANGE ORDER REQUEST

One Purchase Order per Form

PO#: ~~██████████~~  
Services

*3 PO HOLD*  
*REQ 767751*

REQUEST DATE: 1/7/14

COLLEGE: FLC / DEPT: Student

VENDOR NAME: Premier

VENDOR#: 0000024378

CANCEL PURCHASE ORDER cancel Requisition #767751

CLOSE REMAINING BALANCE ON PO.

CANCEL PO LINE(s) # ████ LINE DESCRIPTION ████

(Items that have been received or invoiced may not be cancelled)

INCREASE QTY ON LINE#: ████ BY: ████ BUDGET#: ████

DECREASE QTY ON LINE#: ████ BY: ████ BUDGET#: ████

CHANGE UNIT PRICE ON LINE# ████ TO: ████

CHANGE DESCRIPTION ON LINE#: ████ TO: ████

CHANGE BUDGET CODE ON: ALL LINES  or List Specific LINE#(s) Here: ████  
Enter new budget code: ████

ADD THE FOLLOWING NEW LINE ITEMS TO THE PURCHASE ORDER:

QTY: ████ UOM: ████ UNIT PRICE: ████ DESCRIPTION: ████

QTY: ████ UOM: ████ UNIT PRICE: ████ DESCRIPTION: ████

QTY: ████ UOM: ████ UNIT PRICE: ████ DESCRIPTION: ████

QTY: ████ UOM: ████ UNIT PRICE: ████ DESCRIPTION: ████

BUDGET CODE: ████

FUND 12 Requirement – Complete if adding new department org, or project/grant#:

Program Name:	Project/Grant Number:
Program Director/Coordinator Signature:	

NEW PO TOTAL = ████

REQUESTED BY: Kim Carrillo

PO COMMENTS: vendor unable to provide requested item by date needed.

DO NOT SEND CHANGE ORDER TO VENDOR - (For BSO Use Only)

# Los Rios Community College District

## Requisition

F.L.C. BUSINESS SERVICES

Req. No. **767751**

P.O. NO.

Vendor Code

DATE 11/24/14

2014 DEC 12 P 2:14

Approved

VENDOR Premier

DELIVERY INSTRUCTIONS

Terms

ADDRESS 400 Sequoia Dr, Suite 200

04 ASPH

Location Code

F.O.B.

CITY Bellingham STATE WA ZIP 98226

FC

Outreach

College/District Location

Department

PHONE \_\_\_\_\_ FAX 702-549-3387

SDEM

Division

Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES <small>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</small>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Planner - 5x8 - 128 pgs.	3,000		\$3.18	\$9540.00
2	Cover - Custom				\$330.00
3	ARTWORK Services				\$165.00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13	Shipping				\$714.00
<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> <u>SSSP</u>				SalesTax	802.80
This purchase is in compliance with the requirements of _____ Program Name <u>597H</u> Program Director/Coordinator Signature <u>Melvin Dixon</u> For grants/special projects _____ Project/Grant Number _____				<b>Total</b>	<del>\$10,749.00</del> 11,551.80
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: Sarah Aldea TYPED/PRINT DATE 11/24/14

REQUESTED BY: Sarah Aldea SIGNATURE DATE 11/24/14

AUTHORIZED: Melvin Dixon DEAN OR AUTHORIZED SIGNATURE DATE 12/1/14

APPROVED: Kathleen Kubler VICE PRESIDENT, ADMINISTRATION DATE 12/15/14

Genfd 4500 / 12 / FL VS. MATR

Bus. Unit Account\* Fund Org  
63100 / 00000 205 597H \$ 11,551.80

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**

Customer #: 455759  
School: FOLSOM LAKE COLLEGE  
Address: 10 COLLEGE PKWY  
City: FOLSOM State: CA Zip: 95630  
Phone: (916) 568-3071 Fax: (916) 608-6584  
Primary Contact: SARAH ALDEA  
Email: ALDEAS@FLC.LOSRIOS.EDU  
Materials Contact: SAME  
Email: SAME

Sales Consultant: THEA LAWATSCHE

Bill To - Same as "School"

Ship To - Same as "School"

Customer #: \_\_\_\_\_

Customer #: \_\_\_\_\_

Bill To: \_\_\_\_\_

Ship To: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Special Instructions Sheet attached  
 Part of Multi-Dept/School Combo

**PURCHASE ORDER INFORMATION**

P.O. #: \_\_\_\_\_  
 Hold shipment until P.O. received  
 P.O. to follow - OK to ship without P.O.  
 P.O. NOT used - Alt. Funding

**IMPRINT DETAILS (N&L/CTP/CVR)**

No Imprint  
 Repeat last year's Imprint  
 Repeat from SO#:  
 NEW Logo to follow  
 New Imprint attached  
 Use logo:  
 Name to Read:

**FRONT OR CUSTOM COVER DETAILS**

IFC IBC OBC  
 Repeat Design   
 Reverse Colors   
 Change Date   
 See Special Instructions   
 New Design   
 Attachment with OF   
 To Follow

**COLOR INFORMATION**

IFC IBC OBC  
 Full Color   
 Black

I authorize Premier to fax/email product support or promotional information.

Please select the size of your planner:  5 x 8 (64-384 pgs)  7 x 9 (60-360 pgs)  8.5 x 11 (64-240 pgs)

Colors: Interior Color(s) (see color chart) Color 1 - Teal 3292 Color 2 - \_\_\_\_\_  
 One-Color  Two-Color  
Color 1 will be the color of your handbook text and MUST be a dark color

Layout: C Number of Weeks: 52 2 pages per week  
Start Date:  
 July 19, 2015  July 26, 2015  Aug 2, 2015  Any Sunday:  
 Aug 9, 2015  Aug 16, 2015  Aug 23, 2015  Any Monday:  
 Layout Worksheet ATTACHED  Will Choose later online

Handbook Placement  At Front  At Back  Split  Special Sequencing

Handbook Color(s)  
 1-Color handbook in Color 1 (darker color)  2-Color - Premier Gradient Swash (N/A if border option is selected below)  
 2-Color - Client-Supplied Graphic  2-Color - Pantone™ Handbook (for experienced graphic artists)  
Border Options  No Border  Handbook Pages only  Calendar Pages only\*  All Interior Pages\*  
 Balloons  Geometric  Nature  Numbers  Safari  Squares  
\*(N/A for layouts A, C, D, E, K, N, O & P)

Monthly Calendar Pages 1 page per month 2 pages per month  
# of Months: 12  
1st Month/Year: 08/2015  
 With Events  Standard  With Events  Interspersed  
 No Events  Maximizer  No Events  Bundled

Resource Page Placement  At Front  At Back  Split  Special Sequencing  
 Resource Worksheet ATTACHED  Will Choose later online

PLANNER PRICING				TOTAL QTY	TOTAL # PAGES	UNIT \$	EXT. \$
				3,000	128	\$3.18	\$9,540.00

COVER	FRONT COVER		INSIDE FRONT COVER		INSIDE BACK COVER		BACK COVER		
	Custom (lam)	Full Color	1 Color	Standard	Full Color	Custom (lam)			

ACCESSORIES	UNIT \$	EXT. \$
Stickers, Higher Ed	\$0.00	
Pagefinder, Today/onTRAC	\$0.00	
	\$0.00	
	\$0.00	
		\$0.00

FULFILLMENT	Item	Qty	Price	Total
				\$0.00

MISC	UNIT \$	EXT. \$
Services Contact: same as <input checked="" type="checkbox"/> "Primary" <input type="checkbox"/> "Materials"		
Name: _____		
Phone: _____		
E-Mail: _____		
<input type="checkbox"/> Proof: One Sample Week (Free!) <input type="checkbox"/> Cover Design Service (\$150) <input type="checkbox"/> Custom Calendar Layout ▲ (\$250) <input type="checkbox"/> Premier Services Package ♦ (\$485) <input checked="" type="checkbox"/> Proof: Cover • (\$55) <input checked="" type="checkbox"/> Proof: Interior Planner Pages ♦♦ (\$110) <input type="checkbox"/> Typeset/format Events ♦♦ (\$250) <input type="checkbox"/> Typeset/format HB ♦♦ (\$10/pg) Est. #	\$0.00 \$0.00 \$0.00 \$55.00 \$110.00 \$0.00 \$0.00	\$165.00

Choose your earliest date to accept delivery:  Anytime (preferred) OR

Delivery Date	All Materials Due by:	If Int. Proof Materials Due By:	P.O. Due By:	Delivery Date	All Materials Due by:	If Int. Proof Materials Due By:	P.O. Due By:
<input checked="" type="checkbox"/> Mar. 27, 2015*	Jan. 27	Jan. 13	Feb. 23	<input type="checkbox"/> July 10, 2015	May 12	April 28	June 8
<input type="checkbox"/> April 10, 2015*	Feb. 10	Jan. 27	Mar. 9	<input type="checkbox"/> July 17, 2015	May 19	May 5	June 15
<input type="checkbox"/> May 1, 2015*	Mar. 3	Feb. 17	Mar. 30	<input type="checkbox"/> July 24, 2015	May 26	May 12	June 22
<input type="checkbox"/> May 15, 2015*	Mar. 17	Mar. 3	April 13	<input type="checkbox"/> July 31, 2015	June 2	May 19	June 29
<input type="checkbox"/> May 29, 2015	Mar. 31	Mar. 17	April 27	<input type="checkbox"/> Aug. 7, 2015	June 9	May 26	July 6
<input type="checkbox"/> June 12, 2015	April 14	Mar. 31	May 11	<input type="checkbox"/> Aug. 14, 2015	June 16	June 2	July 13
<input type="checkbox"/> June 19, 2015	April 21	April 7	May 18	<input type="checkbox"/> Aug. 21, 2015	June 23	June 9	July 20
<input type="checkbox"/> June 26, 2015	April 28	April 14	May 22	<input type="checkbox"/> Aug. 28, 2015	June 30	June 16	July 27

\*Higher Education Only

A fuel surcharge of up to 10% of the shipping charges may be added to the final invoice.

Shipping Planner (est)	\$714.00
Shipping - Fulfillment Items (est)	\$0.00
<b>Subtotal</b>	\$10,035.00
<b>Shipping (total est)</b>	\$714.00
<b>% Sales Tax</b>	
<b>TOTAL</b>	\$10,749.00

*Sarah Aldea*  
Authorized Customer Signature  
SARAH ALDEA  
Print Name

Sales Consultant Signature \_\_\_\_\_ Date Nov 20, 2014



# 2015 Custom Book 5.5x8.5 Quote

Comp Quote 1

2880 U.S. Hwy. 231 S., Suite 200  
Lafayette, IN 47909-2874  
Phone: (800) 705-7526  
Fax: (765) 471-8874

**School**  
Folsom Lake College-Outreach and Recruitment  
10 College Pkwy.  
Folsom, CA 95630

**Contact**  
Sarah Aldea, Outreach Specialist  
Phone: (916) 608-6589  
Fax:  
Email: AldeaS@flc.losrios.edu

Date: 12/9/2014  
Sales Rep: Taryn Nance  
taryn@schooldatebooks.com  
CSR: Laura Humrickhouse  
laura@schooldatebooks.com

Product	#Books	#Pages	Add'l Monthlies	Add'l Supplements	52-Week	Cost/Book	Base Cost
Custom Book 5.5x8.5	3,000	176	Two Page Monthlies Staggered		<input checked="" type="checkbox"/>	\$3.90	\$11,700.00

### Discounts\* Discounts do not apply to three-year quotes

4% Discount per year with a three-year quote	\$11,700.00	x	0.00	\$0.00
4% Discount for quotes received by 10/17/14*	\$11,700.00	x	0.00	\$0.00
3% Discount for quotes received by 12/12/14*	\$11,700.00	x	0.03	\$351.00
2% Discount for quotes received by 4/3/15*	\$11,700.00	x	0.00	\$0.00
2% Multiple Orders Discount	\$11,700.00	x	0.00	\$0.00

### Standard Options

Events listed each day on any calendar design and posted online	FREE
Handbook formatted by School Datebooks and posted online	FREE
Custom cover in your colors and proof of entire datebook for your approval, posted online	FREE

### Enhancements

Text ink color - Black (FREE)	\$0.10	x	0	\$0.00
Printing on inside covers (inside front and inside back)	\$0.25	x	0	\$0.00
Vinyl pocket page	\$0.20	x	0	\$0.00
Stickers (per sheet)	\$0.20	x	0	\$0.00
Card-stock hall pass	\$0.10	x	0	\$0.00
Events placed twice	\$250.00	x	0	\$0.00
Typing events	\$250.00	x	0	\$0.00

### Accessories

This Week Marker	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book	\$3.95	x	0	\$0.00
Contract Adjustment: Rep Discount				-\$1,000.00

**Sub-Total\*** **\$10,349.00**

-Shipping and Handling 10% , Minimum \$25 \*Rates apply to US/Canada shipments only \$1,034.90

Sales Tax: 0.080000 Exempt#: \$910.71

\* Net 30 (Net due within 30 days from invoice date)

\* Sales tax will be added if applicable

**Total (USD)** **\$12,294.61**

Final Per Book Cost \$4.10

Desired Delivery Date: \_\_\_\_\_

#### Datebook Features\*

- Events listed on the date they occur in the calendar
- Handbook formatting
- Editable holidays
- Choice of custom calendar designs
- Reference pages chosen individually
- Time-block scheduling
- Proof of your datebook before printed

#### Options

- Teacher Editions
- Parent Editions

#### Covers\*

- Full-color PolyFusion™ Covers
- Free back cover printing

#### Binding\*

- Double Wire-O (Your choice of color)

#### Online Features\*

- Events posted online
- Online homework and personal datebook
- Hot-syncing of events to Outlook or Palm OS
- Handbook posted online
- Online access to change handbook and update events
- Online event entry and multiple event report options
- Online mapping of events
- Online news and announcements
- Online cafeteria menu

\*All these items are included in the quoted cost

Quote Date	December 11, 2014
Name	Sarah Aldea
School	Folsom Lake College
Address	10 College Parkway
City, State Zip	Folsom, CA 95630
Phone	(916) 608-6589

## Quotation

Our Base price includes durable poly covers, coil binding, customization of front and back laminated covers in color, with inside covers in black and white. All planners come with a free dry-erase white board on outside back cover unless otherwise requested. All graphic design work and proof-reading are provided free of charge. This quote is valid for 30 days from date of issue.

"5.5 X 8.5" Book		notes	Price
Quantity	300-499 \$2.99 500-999 \$2.75 1000-1400 \$2.65	Population: 3,000	2.65
Number of B&W Content Pages	Cost per page \$0.02	Student Resource Information, handbook pages, month at a glance and school policies: 84 pages	1.68
On text weight color paper	No additional charge 0.02 per page	Contact info, Welcome, Policies	
On color card stock	0.04 per page	Hall Pass	
Number of Color Pages	Cost per page \$0.15	Map of State	
Calendar Section	104-page custom content on color or white paper	Homework calendar section with all events reflected: holidays, early dismissal, in-service, state testing, sports events, Block Schedule, parent/teacher conferences, fund-raising, etc.	2.24
Inserts			
Custom Binding	\$0.10		
96-page calendar section	\$0.99		
32-page full color personal section	\$0.45		
8-page map section	\$0.25		
Options			
Ruler/Bookmark	\$0.49		
Stop/Go/Wait Cards	\$0.12	"check for understanding: formative assessment tool"	
Corner Pocket	\$0.39		-
Dry- Erase White Board	Free	With or without metric and standard rulers	Replaced with picture at no charge
Wallet	\$0.45		
Full Color Page	\$0.15		
Tax	Local tax applies unless proof of tax exemption provided	California Sales Tax: 9.25%	
Cost Per Planner			\$6.57
Shipping Cost			Free
Discount: 10%		Unit Cost with Discount: <b>\$5.91</b>	
Quantity			3,000
Total	Total Cost before Discount: \$19,710.00	3,000 Planners at \$5.91	\$17,730.00

Andrew M. Smith, Account Executive

901-347-8819 - Direct

888-228-1016 - Toll Free

901-566-8954 - Fax

www.school-planners.com