

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PURCHASE ORDER NO 0001083953
CHANGE ORDER

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
10/22/2015	2 - 01/22/2016	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1007405 ALDEA S ROULLER S	04ASPH182 STUSVC	

Supplier: 0000024378
 PREMIER
 400 SEQUOIA DRIVE, SUITE 200
 BELLINGHAM WA 98226

Phone: (800) 866-8776
Fax: (877) 886-2525

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
 United States

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

Tax Exempt? N	Use Tax Applicable: Y	Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
		1- 1	2016/17 STUDENT PLANNERS; 5X8 184 PG; COLOR FRONT & BACK COVERS; DATES 8/2016-7/2017; 33 PG HANDBOOK; WEEKLY CALENDAR 104 PGS; MONTHLY CALENDAR 104 PGS; 23 RESOURCE PGS; ADDTL STICKERS & PAGE FINDER	5,000.00	EA	2.96	14,800.00	11/05/2015
		2- 1	CUSTOM COLOR	1.00	EA	550.00	0.00	CANCEL
		3- 1	PROOF: COVER	1.00	EA	55.00	55.00	11/05/2015
		4- 1	PROOF: INTERIOR PLANNER PAGES	1.00	EA	110.00	110.00	11/05/2015
		5- 1	SHIPPING ESTIMATE NON-TAXABLE	1.00	EA	595.00	595.00	10/22/2015
		6- 1	SHIPPING ESTIMATE TAXABLE	1.00	EA	595.00	595.00	01/21/2016
		7- 1	FRONT COVER CUSTOM - INSIDE	5,000.00	EA	0.03	150.00	01/31/2016
		8- 1	FRONT COVER CUSTOM - OUTSIDE	5,000.00	EA	0.04	200.00	01/31/2016
		9- 1	BACK COVER CUSTOM - OUTSIDE	5,000.00	EA	0.04	200.00	01/31/2016

PER VERSATILE ORDER FORM 2016-2017

FLC CAMPUS CONTACT: SARAH ALDEA - AldeaS@flc.losrios.edu or 916-608-6589

FLC CUSTOMER# 455759

LRCCD CUSTOMER# 131052

DO NOT SEND TO VENDOR

01-21-16 COMPLETE THE CHANGES BELOW PER J HARMAN

REVISE TAX ON PO FROM USE TAX TO SALES TAX

CANCEL PO LINE 2

LINE 5 - ADD "NON-TAXABLE" TO THE DESCRIPTION AND CHANGE UNIT PRICE TO \$595.00

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
 Authorized Signature
 on Total PO

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department. 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.

LOS RIOS COMMUNITY COLLEGE DISTRICT

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**PURCHASE ORDER NO 0001083953
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
10/22/2015	2 - 01/22/2016	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1007405 ALDEA S ROUILLER S	04ASPH182 STUSVC	

Supplier: 0000024378
 PREMIER
 400 SEQUOIA DRIVE, SUITE 200
 BELLINGHAM WA 98226

Phone: (800) 866-8776
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email:

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 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
 United States

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

Tax Exempt? N Use Tax Applicable: Y

Line	Item Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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ADD LINE 6 FOR TAX WITH A UNIT PRICE OF \$595.00

ADD LINE 7 FOR 5,000 QTY AT \$0.03 EACH. LINE 7 TOTAL \$150.00

ADD LINE 8 FOR 5,000 QTY AT \$0.04 EACH. LINE 8 TOTAL \$200.00

ADD LINE 8 FOR 5,000 QTY AT \$0.04 EACH. LINE 8 TOTAL \$200.00

NEW PO TOTAL \$17,980.60

Sub Total Amount
 Sales Tax Amount
 Total PO Amount

16,705.00
1,275.60
17,980.60

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	FL.VS.MATR	63210	00000	597H	17,980.60	2016

0001007405KIRKLINK20-OCT-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.

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Purchase Order / Change Order Request

(One PO per Request)

PO # 0001083953
Vendor Name PREMIER

Request Date: 1/20/16

College/Dept.: FLC/Outreach

*Submitted
1/20/16
Comp 1/21*

Cancel Line(s) # 2 Description CUSTOM COLOR

Change description on line 5 to include "-nontaxable" and price on line 5 to \$595

Add line 6 "Shipping Estimate - Taxable" @ \$595

Add the following items to the purchase order:

Line 7: QTY 5,000 EA FRONT COVER CUSTOM - INSIDE @ .03 TOTAL \$150.00

Line 8: QTY 5,000 EA FRONT COVER CUSTOM - OUTSIDE @ .04 TOTAL \$200.00

Line 9: QTY 5,000 EA BACK COVER CUSTOM - OUTSIDE @ .04 TOTAL \$200.00

OTHER: Add 8% sales tax to line 1, 6, 7, 8, 9 (tax should total \$1,275.60)

New PO Total = \$\$17,980.60

Note TO PURCHASING: This is basically splitting line 2 into 3 lines and adding tax all to match vendor invoicing. Tax was left off of the original PO, do not know why.

DO NOT SEND TO VENDOR – These changes are for AOPS only.

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Payment Terms	Freight Terms	Ship Via
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Supplier: 0000024378
 PREMIER
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PER VERSATILE ORDER FORM 2016-2017

FLC CAMPUS CONTACT: SARAH ALDEA - AldeaS@flc.losrios.edu or 916-608-6589

FLC CUSTOMER# 455759

LRCCD CUSTOMER# 131052

Sub Total Amount	16,705.00
Sales Tax Amount	0.00
Total PO Amount	16,705.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	FL.VS.MATR	63210	00000	597H	16,705.00	2016

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.

ENTERED

Authorized Signature

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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.

Requisition

Supplier PREMIER
 400 SEQUOIA DRIVE, SUITE 200
 BELLINGHAM WA 98226
 United States

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798

Business Unit: GENFD OPEN		
Req ID: 0001007405	Date: 10/14/2015	Page: 1
Requisition Name: PREMIER STUDENT PLANNERS		
Requester: Sarah Aldea	Bldg#: STUSVC	
Requester Signature		
Buyer: Suzanne Rouiller		
Approved:		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	2016/14 STUDENT PLANNERS; QTY 5000; 5X8 184 PG; COLOR FRONT & BACK COVERS; DATES 8/2016-7/2017; 33 PG HANDBOOK; WEEKLY CALENDAR 104 PGS; MONTHLY CALENDAR 104 PGS; 23 RESOURCE PGS; ADDTL STICKERS & PAGE FINDER	5,000	EA	2.96	14,800.00	02/01/2016
2-1	CUSTOM COLOR	1	EA	550.00	550.00	02/01/2016
3-1	PROOF: COVER	1	EA	55.00	55.00	02/01/2016
4-1	PROOF: INTERIOR PLANNER PAGES	1	EA	110.00	110.00	02/01/2016
5-1	SHIPPING ESTIMATE	1	EA	1,190.00	1,190.00	02/01/2016

Total Requisition Amount: 16,705.00

8% TAXES \$1,241.20
 TOTAL \$17,946.20
 SEE QUOTE

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	4500	12	FL.VS.MATR	63210	00000	597H	16,705.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of SSSP

For grants/special projects 597H

Student Planners

Name: William D. [Signature]

Approval Signature 	Approval Signature	Approval Signature
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Region: WEST



Re-Order Revised S.O. #

VERSATILE ORDER FORM 2016-2017

MAIL: 400 Sequoia Drive, Suite 200 Bellingham, WA 98226

CALL: Customer Service: 800.447.2034 Sales Support: 800.221.1165

FAX: (702) 549-2387

WEB: www.premier.us www.premier.us/hs

Customer #: 455759

School: FOLSOM LAKE COLLEGE (2016-2017 ORDER)

Address: 10 COLLEGE PKWY

City: FOLSOM State: CA Zip: 95630

Phone: (916) 568-3071 Fax: (916) 608-6584

Primary Contact: SARAH ALDEA (916) 608-6589

Email: ALDEAS@FLC.LOSRIOS.EDU

Materials Contact: SAME

Email: SAME

Sales Consultant: THEA LAWATSCH

Bill To - Same as "School"

Customer #: 131052

Bill To: LOS RIOS COMM COLLEGE DISTRICT

Contact:

Address: 1919 SOANOS COURT

City: SACRAMENTO State: CA Zip: 95825

Ship To - Same as "School"

Customer #:

Ship To:

Contact:

Address:

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

SEMI OR CUSTOM COVER DETAILS

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

COLOR INFORMATION

OFC 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)

Interior Color(s) One-Color Two-Color Color 1 - Teal 3292 Color 2 - 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 24, 2016 July 19, 2015 July 26, 2015 Aug 2, 2015 Aug 9, 2015 Aug 16, 2015 Aug 23, 2015 Any Sunday Any Monday 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 2-Color - Client-Supplied Graphic 2-Color - Pantone Handbook

Border Options No Border Handbook Pages only Calendar Pages only All Interior Pages* Balloons Geometric Nature Numbers Safari Squares

Monthly Calendar Pages # of Months: 12 1st Month/Year: 08/2016 1 page per month 2 pages per month

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

PLANNER PRICING table with columns: FRONT COVER, INSIDE FRONT COVER, INSIDE BACK COVER, BACK COVER, TOTAL QTY, TOTAL # PAGES, UNIT \$, EXT. \$

COVER table with columns: FRONT COVER, INSIDE FRONT COVER, INSIDE BACK COVER, BACK COVER, prices

ACCESSORIES table with columns: Item, Qty, Price, Total

FULFILLMENT table with columns: Item, Qty, Price, Total

MISC. table

ARTWORK SERVICES Services Contact: same as Primary Materials Proof: One Sample Week (Free!) Cover Design Service (\$150) Custom Calendar Layout (\$250) Premier Services Package (\$485) Proof: Cover (\$55) Proof: Interior Planner Pages (\$110) Typeset/format Events (\$250) Typeset/format HB (\$10/pg) Est. #

DELIVERY OPTIONS table with columns: Delivery Date week of, All Materials Due by, If Int. Proof Materials Due By, P.O. Due By, Delivery Date week of, All Materials Due by, If Int. Proof Materials Due By, P.O. Due By

Summary table with columns: Shipping Planner (est), Shipping - Fulfillment Items (est), Subtotal, Shipping (total est), % Sales Tax, TOTAL

Melanie Dixon Authorized Customer Signature VPSS Print Name Thea Lawatsch Date Oct 6, 2015 Sales Consultant Signature



Region WEST

Re-Order of S.O. # Revised O/F of S.O. #

SPECIAL INSTRUCTIONS SHEET 2016-2017

School Specialty.

MAIL: 400 Sequoia Drive, Suite 200
Bellingham, WA 98226

CALL: Customer Service: 800.447.2034
K-12 Sales: 800.221.1165
Higher Ed. Sales: 800.866.8776

FAX: (702) 549-2387
K-12 WEB: www.premier.us
HIGHER ED. WEB: www.premier.us/he

Customer #: 455759

School/Program/Dept: FOLSOM LAKE COLLEGE (2016-2017 ORDER)

Date: Oct 6, 2015

Address: 10 COLLEGE PKWY

State: CA Zip Code: 95630

Sales Consultant: THEA LAWATSCH

FRONT COVER

- Outside Front Cover (OFC) Shared Artwork:

- Inside Front Cover (IFC) Shared Artwork:

BACK COVER

- Outside Back Cover (OBC) Shared Artwork:

- Inside Back Cover (IBC) Shared Artwork:

NAME & LOGO / CUSTOM TITLE PAGE / HANDBOOK

- Name & Logo (No HB) Shared Artwork:

- Custom Title Page (No HB) Shared Artwork:

- Handbook Shared Artwork:

PRICING

SHIP TO: (ADDITIONAL INSTRUCTIONS)

*****FEBRUARY 1ST DELIVERY EXCEPTION*****
*****APPROVED PER MGR SKIP CRONCK*****

Confirmation received from Troy in OPS that planners could be delivered by Feb. 1, 2016 as long as ALL materials are received by MSD of Nov. 10, 2015 (Due to OFC and Full Planner Proofs, materials are due 2-weeks sooner)

- Can receive LTL Shipments

BILL TO: (ADDITIONAL INSTRUCTIONS)

- Delayed Billing required Bill on or after: July 1 September 1

BID

- Formal Informal

OTHER

Please provide one of the following:

- Order Acknowledgment
- Pro-Forma Invoice Required by: _____



2016 Custom Book 5.5x8.5 Contract

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

School
Folsom Lake College
10 College Pkwy.
Folsom, CA 95630

Contact
Sarah Aldea, Outreach
Specialist
Phone: (916) 608-6589
Fax: (916) 608-6732
Email: AldeaS@flc.losrios.edu

Date: 9/15/2015
Sales Rep: Brad Metzger
brad@schooldatebooks.com
CSR: Laura Humrickhouse
laura@schooldatebooks.com

Product	#Books	#Pages	Add'l Monthlies	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 contracts

4% Discount per year with a three-year contract	\$11,700.00	x	0.00	\$0.00
4% Discount for contracts received by 10/23/15*	\$11,700.00	x	0.04	\$468.00
3% Discount for contracts received by 12/18/15*	\$11,700.00	x	0.00	\$0.00
2% Discount for contracts received by 4/1/16*	\$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	3,000	\$750.00
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	1	\$250.00
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				-\$1,750.00

Sub-Total* \$10,482.00

Shipping and Handling 10% , Minimum \$25 *Rates apply to US/Canada shipments only \$1,048.20

Sales Tax: 0.080000 Exempt#: \$922.42

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

* Sales tax will be added if applicable

Total (USD) \$12,452.62

Final Per Book Cost \$4.15

Desired Delivery Date: _____

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

One-Year Contract
We agree to purchase datebooks from School Datebooks for the year of 2016-2017.

Three-Year Contract
We agree to purchase datebooks from School Datebooks for the years of 2016-2017, 2017-2018, 2018-2019 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract.* (*Shipping rate subject to change after initial year.)

Date

Signed (School Administrator)

Title

Vendor # 3

#3000 quote - decline



where customization is standard

Quote Date	10/5/15
Name	Sarah Aldea
School	Folsom Lake College
Address	10 College Parkway
City/State	Folsom, CA 95630
Phone	916-608-6589

SCHOOL PLANNER QUOTE

Our base price includes durable poly covers, coil binding, customization of front and back laminated covers in full color, full bleed, with inside covers in black and white and **96-page black and white fully custom homework section**. 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.
Colored text-weight 24# paper is also included at no additional charge.

This quote is valid for 30 days from date of issue.

"5.5"x8.5" Book-96 page custom hmwk section		DESCRIPTION	Ext Price
Quantity	Base Price	See description above for what is included in base price	
200-499			
500-799			
800-999			
1000+	\$2.57		\$2.57
OPTIONS			
Additional custom b/w pages (per impression)	\$.02	94 additional pages including Student Resource Information, Handbook Pages and month at a glance 8 additional pages to make a full year recording section	2.04
Full Color Page (per impression)	\$0.15	This would be great for maps and some resource pages	
Cost Per Planner			\$4.61
Shipping Cost			Free
Quantity			3000
Total			\$13,830
Comments/Additional Info:		This estimate is just an estimate, if you are tax exempt we will need the form so that taxes will not be added to the final cost	

Brooklyn Howard, Account Executive
 901-347-8822 - Direct
 888-228-1016 - Toll Free
 901-566-8954 - Fax
 www.school-planners.com