

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001088933**

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

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 09/12/2016	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 1008557 BARNES-LIGUORIK SHEWMA	<b>Location / Dept</b> 04ADMN PRNTSVC	

**Supplier:** 0000012222  
 NEOPOST NORTHWEST  
 478 WHEELERS FARMS RD  
 MILFORD CT 06461

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

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	IN700 NEOPOST POSTAGE SYSTEM  IN700 base w/mixed size feeder, sealer, drop tray, ink cartridge, LAN cable, INDS7 dynamic scale, IN700ERR feature and activation kit, INWP10 platform scale.	1.00 EA	6,844.00	6,844.00	09/09/2016
2- 1	TRADE-IN 1: \$200, NEOPOST IJ90 S/N 82035482 AND RADE-IN 2: \$100.00, NEOPOST FOLDER/INSERTER S/N 05CT-6500	1.00 CHG	-300.00	-300.00	09/12/2016

WSCA CONTRACT #ADSP077-00000411-4 CA: 07-12-70-25

TRADE-IN'S\*: \$300.00 INCLUDED IN UNIT PRICING

\*TRADE-IN 1: \$200, NEOPOST IJ90 S/N 82035482, ASSET TAG #07300777701007; TRADE-IN 2: \$100.00, NEOPOST FOLDER/INSERTER S/N 05CT-6500, ASSET TAG #05105882801001.

S4 US METER SN:A0014227C16230753, METER# 11277659  
 DYNAMIC SCALE SN: RS1626013943  
 ENV FEEDER-ALL-IN SN: RH16242033  
 FRANKING BAS-US-IN-700 SN: RC1621234100  
 IS/IM5/6000 MIDDLE RANGE WP SN: 271601003527

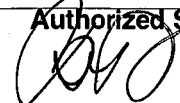
Sub Total Amount	6,544.00
Sales Tax Amount	547.52
Total PO Amount	7,091.52

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	11	FL.VA.PRNT	67900	00000	101E	7,091.52	2017

0001008557KIRKLINK08-SEP-2016

Verification of this purchase order can be made using the Los Rios Community College District web site listed below.

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  
  
 9/13/16

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.

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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:** NEOPOST NORTHWEST  
 478 WHEELERS FARMS RD  
 MILFORD CT 06461  
 United States

0000012222

<b>Business Unit:</b> GENFD		<b>OPEN</b>
Req ID:	Date	Page
0001008557	08/24/2016	1
Requisition Name:		
FLC Neopost postage equipment		
Requester		Bldg#
Kathy Barnes-Liquori		PRNTSVC
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		

**email:**

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	IN700 NEOPOST POSTAGE SYSTEM	1	EA	6,544.00	6,544.00	09/09/2016
ASSET DEPT: PRNTSVC      LOCATION: 04OPER205      CATEGORY: EQU:OTHER 1      PROFILE: EQP:OTHER						

IN700 base w/mixed size feeder, sealer, drop tray, ink cartridge, LAN cable, INDS7 dynamic scale, IN700ERR feature and activation kit, INWP10 platform scale.

Total Requisition Amount:                      6,544.00

WSCA contract #ADSP077-00000411-4 CA: 07-12-70-25

Full price: \$6844.00;  
 Tax: \$547.52  
 Trade-in's\*: \$300.00 included in unit pricing  
 PO total: \$7091.52

NOTE: THIS REQUISITION IN IN CONJUNCTION WITH MAINTENANCE REQUISITION # 0001008560.

\*Trade-in 1: \$200, Neopost IJ90 S/N 82035482, Asset tag #07300777701007; Trade-in 2: \$100.00, Neopost folder/insertor S/N 05CT-6500, Asset tag #05105882801001.

<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	6490	11	FL.VA.PRNT	67900	00000	101E	7,091.52

<b>Approval Signature</b> 	<b>Approval Signature</b>	<b>Approval Signature</b>
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Melissa Williams 9/2/16

## Postage System, FLC, 2016

	<b>Neopost</b>	<b>International Mailing</b>	<b>JMP</b>
Contact	Israel Camarena 209-968-8701	Douglas Baker 916-730-0540	Robert Harlan 916-368-6581
Brand	Neopost	Neopost	Neopost
Model	IN700	IN700	IN700
Conectivity	LAN line	LAN line	LAN line
speed	75 lpm, dynmic	75 lpm, dynmic	75 lpm, dynmic
env thick	5/8"	5/8"	5/8"
postal updates	Auto download	Auto download	Auto download
extra imprint	8 standard/ 2 customizable	8 standard/ 2 customizable	8 standard/ 2 customizable
custom text	10	10	10
Dept accounts	70	70	70
Equipment Cost	\$3,045.00	\$6,664.00	\$3,045.00
Inline scale	\$2,697.00	inc	\$2,697.00
Platform scale	\$780.00	inc	\$600.00
E-Service app w/scanner	\$322.00	inc.	\$322.00
Trade in allowance	-\$300.00	-\$500.00	-\$700.00
<b>Total equipment cost</b>	<b>\$6,544.00</b>	<b>\$6,164.00</b>	<b>\$5,964.00</b>
Meter Rental	65 per M: \$780.00	75 per M: \$900.00	75 per M: \$900.00
Annual Maint (NC 1st year)	\$1,001.00	\$1,176.00	\$1,224.00
<b>Total annual cost</b>	<b>\$1,781.00</b>	<b>\$2,076.00</b>	<b>\$2,124.00</b>
<b>Five year cost of ownership</b>	<b>\$13,668.00</b>	<b>\$14,468.00</b>	<b>\$14,460.00</b>

**NEOPOST INC.**

Official Price Quotation

Contract Number

Date

Folsom Lake College aka, Los Rios Community College District

WSCA # ADSP011-00000411-4 CA: 07-12-70-25

18-Aug-16

Item #	Quantity	Commodity Code or Part Number	Description	Unit Price	Extended Price
1	1	IN700	IN700 Base w/Mixed Size Feeder, Sealer, Drop Tray, Ink Cartridge, and LAN Cable	\$3,045.00	\$3,045.00
2	1	INDS7	IN700 Series Dynamic Scale	\$2,697.00	\$2,697.00
3	1	IN700ERR	IN700 Series eRR Feature & Activation Kit	\$322.00	\$322.00
4	1	INWP10	INSeries 10lb Weigh Platform	\$780.00	\$780.00
			<b>Equipment Total</b>		<b>\$6,844.00</b>
	1	IN700, SP10& SP35	IN700 meter rental w/ SP10, & SP35 <b>Meter Rental</b> (\$65/month)	\$780.00	<b>\$780.00</b>
	1	Trade In	Trade in Credit for IJ90 Mailing System	(\$200.00)	(\$200.00)
	1	Trade In	Trade in Credit for SI68 Inserting System	(\$100.00)	(\$100.00)
	0		<b>Annual Maintenance Agreement - 1st Year FREE</b> (Includes 12 month warranty)	\$1,001.00	<b>\$0.00</b>
			<b>Grand Total</b>		<b>\$7,324.00</b>
			<b>Purchase Order to:</b>		
			Neopost USA Inc.		
			478 Wheelers Farm Road		
			Milford CT 06461		
			<b>Remit Address:</b>		
			Neopost USA Inc.		
			25881 Network Place		
			Chicago, IL 60673-1258		



## Quote

<b>Prepared for:</b> Kathy Liguori Folsom Lake College 10 College Parkway Folsom, CA 95630	<b>Prepared By:</b> Robert Harlan JMP Business Systems, Inc. 3117 Fite Circle #104 Sacramento, CA 95827 (800) 314-6243
<b>Date</b>	8/23/16
<b>Quotation #</b>	RH160823
<b>Valid Until</b>	10/31/16

### Mailing System Proposal

Item #	Description	Unit	Qty	Unit Price	Extended
IN700	IN Series 700 Mailing System with Mixed Size Feeder/Sealer	EA	1	\$3,045.00	\$3,045.00
INDS7	IN Series In Lie Dynamic Scale	EA	1	\$2,697.00	\$2,697.00
INWP5	IN Series 5 LB Weigh Platform	EA	1	\$600.00	\$600.00
IN700ERR	eRR Feature Activation Kit, Includes Barcode Scanner	EA	1	\$322.00	\$322.00
TRADEIN	Trade for Neopost IJ90 Mailing System	EA	1	(\$350.00)	(\$350.00)
TRADEIN	Trade in for Neopost SI68 Inserter	EA	1	(\$250.00)	(\$250.00)
IN700AI+SP10+SP35	Meter Rental with Postal Rate Update and eRR Apps	MO	12	\$75.00	\$900.00
MA	First Year Maintenance Agreement Years 2-5 Billed Annually at \$1,224.00/Year	YR	1	Free	Free
<b>Subtotal</b>					\$6,964.00
<b>Sales Tax (8%)</b>					\$557.12
<b>TOTAL</b>					<b>\$7,521.12</b>

**Please Note WSCA/NASPO Contract # ADSP011-000004114-4 on your Purchase Order. Purchase Order should be made out to Neopost USA Inc in accordance with attached W9**

**Please forward PO to [robertharlan@jmpbiz.com](mailto:robertharlan@jmpbiz.com) for processing.**

ph (559) 298-6580  
 fx (559) 298-7640

1450 Tollhouse Rd #103  
 Clovis, CA 93611

*Neopost USA Inc*



## SOLUTION SUMMARY

Folsom Lake College

IN700 10-16 Weigh Platform With Mixed Sized Feeder and Dynamic Weigh Platform ( Inline Scale )

\*IN Serie 700 Base With Mixed Size Feeder, Sealer, Drop Tray, Ink Cartridge & Lan Cable

\* IH-700 Feature & Activation Kit includes Barcode Scanner, IS-490 ERR Rate File, ( 200 ) E Delivery

Confirmation Labels ( 200 ) ESignature Confirmation Labels and ( 500 ) E Certified Dynamic Weighing Platform ( IH Series 700/ 750 Bases Only )

\*Dynamic Weighing Platform ( IH Series 700/750 Bases Only )

PURCHASE PRICING	Valid until:
Equipment & Software	09/30/2016
	\$ 6,664.00
Annual Maintenance Agreement	\$ 1,176.00
Annual Subscription Services	\$ 0.00

## COMMENTS

IH700 Meter Rental With /SP 10 & 35 is \$75.00, \$75.00 per month x 12 = \$900.00 Annually  
Includes Rate Protection

300 Pack Meter Tapes-Single IM420/440/460/480/490, IH Series 600/700/750 is \$19.00 WSCA Price

Ink Cartridge for IH Series 600/700/750 Bases is \$132.00 WSCA Price

Ink Cartridge-High Capacity for IH Series 600/700/750 base is \$184.00 WSCA Price

Trade In For Neopost IJ90 System and Neopost SI 68 Inserter @ \$500.00





Neopost USA Inc  
 478 Wheelers Farms Road  
 Milford, CT 06461  
 USA

# Delivery Note

Page 1/2  
 Printed on SEP-30-2016

Shipping information

**Delivery Number:** 8001309604  
**Final Customer PO Number:** 0001088933  
**Customer PO Number:** 15092312  
**Shipment Service Level :** Standard  
**Shipment Method :**  
**Shipping Point :** MEM  
**Incoterm :** EXW -EX Works

**Notes :**  
 SO 15092312;

*NEOPOST*  
*PO: 0001088933*  
*PO#: 0001075530*  
*10/6/16 COME*

**Delivery Address:**

LOS RIOS COMMUNITY COLLEGE DISTRICT  
 Folsom Lake College Receiving  
 10 College Pkwy  
 95630 FOLSOM  
 CA  
 USA  
 LOS RIOS COMMUNITY COLLEGE DISTRICT  
 KATHY LIGOURI

Material Description	Material Ordered Serial number	Qty Shipped	Qty Ordered	Gross Weight
8704246X Neopost Sure seal liquid (16oz)	16OZSEALS	1 PC	1 PC	0.002 LB
A0011763 DYNAMIC SCALE-US-IN series	INDS7 Serial numbers: ( RS1626013943 )	1 PC	1 PC	37.479 LB
A0011868 ENV FEEDER-ALL-IN series, AAF	INMSF Serial numbers: ( RH16242033 )	1 PC	1 PC	37.479 LB
4138169S S4 US METER	112 Serial numbers: ( A0014227C16230753 )	1 PC	1 PC	0.002 LB
8702374X IS/IM5/6000 US USB Barcode Reader	INSCAN	1 PC	1 PC	0.002 LB
4135554T I US HEADSET	ININK67	1 PC	1 PC	0.882 LB
A0012672 FRANKING BASE-US-IN-700	IN700B Serial numbers: (	1 PC	1 PC	0.004 LB

Funding Account Number: 7383672

Box count : 5

Total weight : 79.113 LB





# Delivery Note

Neopost USA Inc  
478 Wheelers Farms Road  
Milford, CT 06461  
USA

### Shipping information

**Delivery Number:** 8001309604  
**Final Customer PO Number:** 0001088933  
**Customer PO Number:** 15092312  
**Shipment Service Level :** Standard  
**Shipment Method :**  
**Shipping Point :** MEM  
**Incoterm :** EXW -EX Works

**Notes :**  
SO 15092312;

### Delivery Address:

LOS RIOS COMMUNITY COLLEGE DISTRICT  
Folsom Lake College Receiving  
10 College Pkwy  
95630 FOLSOM  
CA  
USA  
LOS RIOS COMMUNITY COLLEGE DISTRICT

Material Description	Material Ordered Serial number	Qty Shipped	Qty Ordered	Gross Weight
4142867L IS/IM5/6000 Middle Range WP	RC1621234100 ) INWP10 Serial numbers: ( 271601003527 )	1 PC	1 PC	3.131 LB
8704937K E-Ser Cert Mail Label US - 100PK	8704937K	1 PC	1 PC	0.044 LB
8704938L E-Ser Del Con Label US - 100PK	8704938L	1 PC	1 PC	0.044 LB
8704939M E-Ser Sig Con Label US - 100PK	8704939M	1 PC	1 PC	0.044 LB

Box count : 5

Total weight : 79.113 LB

LRCCD Property



108893301001  
04OPER205

**PEOPLE**  
*2008*

SN-R 51626013943

College/Dept: FLL / PRNT SVC

Vendor Name: Neopost

PO # 000 1088933

RECEIVING  
Purchase Order Attachments

Asset Tags

Miscellaneous list of items ordered.

Additional description of item(s) listed on PO.

Other \_\_\_\_\_