



**FOLSOM LAKE COLLEGE**  
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway  
Folsom, CA 95630

**PURCHASE ORDER NO. CBF17062**

PO Date: Mar 27, 2017 Date Required:

Ordered By: WARD/HOWARD Requisition #: 39626

VENDOR: ALL ABOUT PINS  
7319 SANDCOVE COURT, STE #7  
WINTER PARK FL 32792

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

PHONE: 866-604-9462

| Line # | Item/Description  | QTY | UOM | PO Price | Extended Amount |
|--------|---|-----|-----|----------|-----------------|
| 1      | 1.5" CUSTOM SOFT ENAMEL LAPEL PINS WITH 8 MM POST AND BUTTERFLY CLUTCH PACKAGED IN INDIVIDUAL POLY BAGS | 800 | EA  | \$1.320  | \$1,056.00      |
|        |   |     |     |          |                 |
|        |   |     |     |          |                 |
|        |   |     |     |          |                 |
|        |   |     |     |          |                 |
|        |   |     |     |          |                 |
|        |   |     |     |          |                 |
|        |   |     |     |          |                 |
|        |   |     |     |          |                 |
|        | Shipping/Handling (taxable)   |     |     |          |                 |

INSTRUCTIONS:

EMAIL INVOICE TO:  
Mary Swanson 916-608-6695  
swansomc@flc.losrios.edu

|                   |                                   |
|-------------------|-----------------------------------|
| Sub Total         | \$1,056.00                        |
| State Tax % 7.75% | State Tax \$81.84                 |
|                   | Shipping \$0.00                   |
|                   | <b>Total PO Amount \$1,137.84</b> |

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 Kirkley 3/27/17*

**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.

**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)

**CAMPUS-BASED REQUISITION**

3/23/17

DATE

VENDOR ALL ABOUT PINS

REQ. # CBF 39626

ADDRESS 4319 SANDSCOVE CT SUITE #7

PO REQUIRED(circle one) YES NO

CITY WINTER PARK

P.O. # CBF 17062

STATE FL ZIP 32792

DATE REQUIRED \_\_\_\_\_

| ITEM | DESCRIPTION                        | QTY | UNIT | UNIT PRICE | TOTAL     |
|------|------------------------------------|-----|------|------------|-----------|
| 1    | 1.5" custom soft enamel lapel pins | 800 |      | \$1.32     | \$1056.00 |
| 2    | w/ (1) 8mm post & butterfly        |     |      |            |           |
| 3    | clutch packaged in individual      |     |      |            |           |
| 4    | poly bags.                         |     |      |            |           |
| 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    | \$1056.00 |
| Sales Tax    |           |
| Freight      |           |
| <b>TOTAL</b> | \$1056.00 |

use tax = 81.84

Account Name BANFL / Bus Unit 4500 / Account 6490 / Fund 83 / Department FL.CP.Foun / Program 70903 / Class 100000 / Project 6109 / Amount \$ 1137.84

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 MB Vendor ID \_\_\_\_\_

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

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

# All About Pins

7319 Sandscove Ct, Suite 7  
Winter Park, FL 32792  
1 866-604-9462

Date: 3/23/2017

Invoice Number: 240394

Your new invoice from All About Pins

| Bill To:   | Ship To:   |
|--|--|
| Folsom Lake College<br>ATTN: Business Services, PO #39626<br>10 College Parkway<br><br>Folsom, CA 95630<br>USA<br><br>(916) 608-6500 | Folsom Lake College<br>Receiving, PO #39626<br>10 College Parkway<br><br>Folsom, CA 95630<br>USA<br><br>(916) 608-6500 |

| PO Number | Terms            | Ship Date | Via |
|-----------|------------------|-----------|-----|
| PO #39626 | Due Upon Receipt | 4/8/2017  | UPS |

| Qty. | Description                | Unit Price | Amount     |
|------|----------------------------|------------|------------|
| 800  | Custom Lapel Pins          | \$1.32     | \$1,056.00 |
| 1    | UPS International Shipping | \$0.00     | \$0.00     |

|                          |                   |
|--------------------------|-------------------|
| <b>Total:</b>            | <b>\$1,056.00</b> |
| <b>Payments/Credits:</b> | <b>\$0.00</b>     |
| <b>Balance Due:</b>      | <b>\$1,056.00</b> |

\*The charges will appear on your credit card statement as payment to ALL ABOUT NETWORK LLC\*

## Ward, Anne

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**From:** All About Pins <info@allaboutpins.com>  
**Sent:** Thursday, March 23, 2017 1:30 PM  
**To:** Ward, Anne  
**Subject:** RE: Reply Required for Folsom Lake College

Hello Anne,

Attached to this email, please find the final proof we will use to manufacture your order of custom lapel pins. **Please carefully review the proof and the detailed information below.**

**When you are 100% satisfied that the information is correct and the proof is exactly as you want it, please reply to this email with your final approval... giving us your permission to start production on your order.**

Company Name: Folsom Lake College  
Customers Name: Anne Ward  
Phone Number: 916-608-6695  
Email Address: [swansonmc@flc.losrios.edu](mailto:swansonmc@flc.losrios.edu)

Billing Information: Folsom Lake College  
ATTN: Business Services PO 39626  
10 College Parkway  
Folsom, CA 95630

Shipping Information:  
Folsom Lake College  
Receiving PO 39626  
10 College Parkway  
Folsom, CA 95630

Qty: 800  
Type: Soft Enamel  
Plating: Silver  
Epoxy Dome: No  
Size: 1.5"  
Attach: (1) Butterfly clutch attachment with 8mm Post  
Back of Pin: Sand Blasted Back with All About Pins Back Stamp

Proof Name: Proof-1  
800 pins at \$1.32 each

Total \$1056.00 will be processed with PO #39626

Please note that all sales are subject to the terms and conditions which you can review by clicking on the link below:

<http://www.allaboutpins.com/termsandconditions.html>

Please note we cannot start production on your order until we receive your reply to this email... agreeing to our terms & conditions and giving us your approval to begin the manufacturing process.

Please do not hesitate to call or email me back if you have any questions.

**From:** Ward, Anne [<mailto:WardA@flc.losrios.edu>]  
**Sent:** Thursday, March 23, 2017 12:57 PM  
**To:** 'All About Pins' <[info@allaboutpins.com](mailto:info@allaboutpins.com)>  
**Subject:** RE: Reply Required for Folsom Lake College

Hi there, we would like to place the order below:

**Qty.800 – 1.5" Custom Soft Enamel Lapel Pins with (1) 8mm Post and Butterfly Clutch packaged in Individual Poly Bags**  
**Per Pin Cost: \$1.32 each**  
**Total: \$1056.00 includes FREE UPS Air Shipping**

And do so by our school's purchase order, I can send that over to our business services unit today (I think I don't do anything on-line in this case?)

Thanks so much!

Anne

**From:** All About Pins [<mailto:info@allaboutpins.com>]  
**Sent:** Thursday, March 23, 2017 10:03 AM  
**To:** Ward, Anne <[WardA@flc.losrios.edu](mailto:WardA@flc.losrios.edu)>  
**Subject:** RE: Reply Required for Folsom Lake College

**AllAboutPins.com**

Hello Anne,

I've attached the requested price quote and custom lapel pin artwork to this email. Please carefully review the artwork then email me back with any changes or additions you would like to have made. If you are ready to place your order, please scroll down and click the ORDER Link at the bottom of this email.

**Qty.750 – 1.5" Custom Soft Enamel Lapel Pins with (1) 8mm Post and Butterfly Clutch packaged in Individual Poly Bags**  
**Per Pin Cost: \$1.32 each**  
**Total: \$990.00 includes FREE UPS Air Shipping**

**Qty.800 – 1.5" Custom Soft Enamel Lapel Pins with (1) 8mm Post and Butterfly Clutch packaged in Individual Poly Bags**  
**Per Pin Cost: \$1.32 each**  
**Total: \$1056.00 includes FREE UPS Air Shipping**

**Order Now** at <https://managed.aan.strazent.com/~allaboutpi/howtoorder.html> and take advantage of:

- STANDARD Production Time (7-10) business days
- FREE Artwork & Design
- FREE (1) Mold & Setup
- FREE UPS Air Shipping to the Continental US (signature required)

**Thank you for the opportunity to earn your business.**

Shipping Information: Folsom Lake College  
Receiving  
10 College Parkway  
Folsom, CA 95630

Qty: 500  
Type: Soft Enamel  
Plating: Silver  
Epoxy Dome: No  
Size: 1.5"  
Attach: (1) Butterfly clutch attachment with 8mm Post  
Back of Pin: Sand Blasted Back with All About Pins Back Stamp

Proof Name: Proof-1

Total \$725.00 will be processed with PO #CBF17048.

Please note that all sales are subject to the terms and conditions which you can review by clicking on the link below:

<http://www.allaboutpins.com/termsandconditions.html>

Please note we cannot start production on your order until we receive your reply to this email... agreeing to our terms & conditions and giving us your approval to begin the manufacturing process.

Please do not hesitate to call or email me back if you have any questions.

I look forward to hearing back from you!

**Please note: Our factory will be closed for a holiday from 1/25 until 2/2, all orders placed after 1/11 will have a delayed delivery by approximately one week due to this closure. If you are on a tight deadline please contact us prior to placing your order. Our Sales office will remain open during this time.**

**Thank you,  
Alicia Boswell**

The All About Network - AllAboutPins  
7319 Sandscove Ct. Suite 7  
Winter Park, FL 32792  
[www.allaboutpins.com](http://www.allaboutpins.com)  
Toll Free: 1-866-604-9462  
Toll Free Fax: 1-800-662-9227

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Custom Challenge Coins @ [AllAboutChallengeCoins.com](http://AllAboutChallengeCoins.com)  
Custom Lanyards @ [AllAboutLanyards.com](http://AllAboutLanyards.com)  
Custom Embroidered Patches @ [AllAboutPatches.com](http://AllAboutPatches.com)