

# LOS RIOS

COMMUNITY  
COLLEGE  
DISTRICT



June 29, 2018

Creative Stage Lighting Co., Inc.  
PO Box 567  
North Creek, NY 12853

Attn: Drew Mahoney, Leslie Mitchell, Jason Lemery

SENT VIA CERTIFIED MAIL

**Subject: Product/Invoice Dispute Regarding Product Sent and Returned PO 0001097727**

This is a formal notice of cancellation of PO 0001097727 due to receipt of damaged/used product without satisfactory resolution from Creative Staging. We are responding below to comments from Leslie Mitchell's email on June 12, 2018. These comments from the email are copied verbatim. Our responses are below each comment in italics.

3/23/2018 Vendor agreement signed

*LRCCD Response: We do not know what agreement you are referring to. FLC staff reports that they did not sign any agreements or paperwork with CSL, staff requested a quote only.*

3/27/2018 Purchase order received

Product arrived at Creative Stage Lighting and no damage evident

**E-Shop Technician** installed connectors and hoist was in perfect working order and condition prior to shipping to Los Rios Community College.

*LRCCD Response: CSL packing list has a place for vendor to initial off "Picked By", "Packed By", and "Checked By"; all of these were left blank by vendor, which may indicate unit and/or packaging were not inspected prior to shipping.*

4/6/2018 – Attached Invoice shows product ordered, shipped and invoiced on 4/6/2018

4/13/2018 Packages (2) signed for with **NO damage** noted at time product received.

*LRCCD Response: The packaging had minor wear and tear, the unit was damaged inside the box. Pictures were sent to Drew Mahoney.*

4/16/2018 Creative Stage Lighting notified of damage (**3 days later of customer receiving product**) by Ian Wallace and Levi Theissen with photos showing **Cracked motor only**.

*LRCCD Response: Received 4/16/18 notified Creative Stage of damage after opening package on 4/19/18. Notification to CSL was within the 3 Day timeline notated on Vendor packing list "Any Claims for missing, damaged or incorrect product can only be filed within 3 days of receipt of order".*

American River College  
Cosumnes River College  
Folsom Lake College  
Sacramento City College

1919 Spanos Court  
Sacramento, CA 95825  
Phone: 916 568-3021  
Fax: 916 568-3023  
www.losrios.edu

**Customer notified** to be involved with UPS claim to be filed. **UPS made several attempts to customer to come check out the product and open a claim. UPS denied claim due to customer not complying with the request of inspection of damage product and due to the fact there was no report of damage product or refusal of package when product received on 4/13/2018 by customer.**

Along with this Creative Stage Lighting is unable to file a UPS claim due to the fact it is clearly found this product was damaged by the customer after receipt of the product and not during transit. It would be Fraudulent for CSL to even begin a UPS claim.

*LRCCD Response: We did not contact UPS for inspections, as that was responsibility of CSL according to LRCCD PO Terms & Conditions. When UPS arrived 4/19/18, they advised we could refuse the delivery, therefore, this is what receiving staff opted to do, which is standard practice when damaged merchandise is received.*

**4/20/2018** Hoist returned to CSL and received on 4/27/2018

NO replacement order was ever processed

*LRCCD Response: Campus was told that a replacement would not be sent until the defective unit was paid for.*

Pictures in no way clearly show damage happened in transit Outer Box seems worn but no significant damage in pictures provided by customer

**Processes were NOT followed to accurately facilitate any claims or correctly handled.**

- For example, damage needs to be noted within 24 hours to UPS. Inspection is then scheduled with UPS and product is taken into possession by UPS for claims review.
- Under NO circumstances should the product be tested if there is obvious damage when received by customer.

*LRCCD Response: Damage could have happened prior to shipment. The unit looked used, based on the worn label and general condition. Notification to CSL was within the 3 Day timeline notated on vendor packing list "Any Claims for missing, damaged or incorrect product can only be filed within 3 days of receipt of order" LRCCD PO Terms & Conditions required vendor CSL to file freight claims.*

**These are the findings regarding the returned Motor from our E-Shop Technician team, Sales Engineer and our Director of Engineering:**

**1/ Returned package received came back in a box that was torn open then re-taped and NO packaging in the box to protect the motor.**

*LRCCD Response: FLC receiving and TA department reported that unit was returned in original box, with original packing as it was found when un-boxed.*

**2/ Other than looking like the product was dropped the chain hook is jammed into the hoist and the motor is locked up solid. Someone pulled the motor end of the hoist off and tried to turn the motor to free the hook. They damaged the fan vanes on the armature trying to turn the motor with possible damage to the clutch and gearbox. FULL assembly will be required.**

**3/ The motor comes with a 1-2 foot hanging chain- this is the limit of the chain- When motor was received back from customer the chain was IN the motor – the only way this could happen with the chain is for the motor to run and be energized. It is VERY CLEAR from our Engineering department this motor was taken out of the box when received and motor was used by the customer causing the damage INTERNALLY to this motor.**

*LRCCD Response: On 4/19/18 the equipment was unboxed and inspected. Upon inspection, it was noted there were dings and scratches on the surface of the hoist unit, that the safety warning label was worn away and partially illegible, and that there was a crack on the side of outer housing. Concerned about the damage, personnel tested running the chain in the hoist (not while under any load) to see if it was functional.*

*Pictures were taken of the damaged chain hoist. Drew Mahoney, Sales rep for Creative Stage Lighting was contacted regarding the damaged unit. Drew said to email him pictures of the hoist and the hoist's serial number. Drew was emailed pictures of the hoist and the serial number. Drew's email back to FLC said that we would need to file a UPS claim and that their shipping manager would help facilitate the claim process. Drew was sent additional photo of the damage of the hoist, and asked if it was possible that FLC was sent a used or refurbished hoist. Drew emailed back saying it was definitely possible we were sent a used unit and that he would contact the manufacturer. Pictures of the packaging the hoist arrived in were emailed to Drew as well.*

*The hoist and accessories were repackaged in the original 2 boxes and returned to CSL.*

*Drew emailed Levi and Ian saying the package was headed back to their facility and that they would work on the claim.*

*Various conversations were held between FLC staff and Jason Lemere of CSL without coming to resolution.*

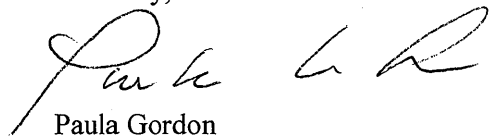
Invoice due is \$1904.51.

Cost to repair the damaged motor is \$229.80, this does not include the labor cost, evaluation cost or testing time.

*LRCCD will not pay for this order as it was clearly received either used or already in damaged condition. Please credit all invoices associated with PO 0001097727 as it has now been cancelled. We have various emails and pictures that corroborate our responses.*

If you have any further questions, please contact our General Counsel, JP Sherry.

Sincerely,



Paula Gordon  
Purchasing Supervisor  
LRCCD Purchasing Department

CC: JP Sherry  
Brenda Haney

**From:** Leslie Mitchell  
**To:** [Gordon, Paula](#); [Drew Mahoney](#)  
**Cc:** [Haney, Brenda](#); [Wallace, Ian](#); "[levithiessen@hotmail.com](mailto:levithiessen@hotmail.com)"; [Shewmaker, Nicholas](#)  
**Subject:** \*SPAM?\* RE: CREATIVE STAGE LIGHTING \_DEMANDING PMT PO\_10097727\_RE: PRODUCT DISPUTE \_PO 0001097727  
**Date:** Tuesday, June 12, 2018 7:48:49 AM  
**Attachments:** [Invoice - Your PO # 0001097727 CSL Order # 000450744-000 Attached.msg](#)  
**Importance:** Low

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Good morning Paula, below you will find the specific issues regarding the returned damaged motor dispute:

3/23/2018 Vendor agreement signed

3/27/2018 Purchase order received

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2/ Other than looking like the product was dropped the **chain hook is jammed into the hoist and the motor is locked up solid. Someone pulled the motor end of the hoist off and tried to turn the motor to free the hook. They damaged the fan vanes on the armature trying to turn the motor with possible damage to the clutch and gearbox. FULL assembly will be required.**

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Invoice due is \$1904.51.

Cost to repair the damaged motor is \$229.80, this does not include the labor cost , evaluation cost or testing time.

Thank you Paula for your time and reconsideration of this matter and will look forward to your response.

Thank you.

*Leslie Mitchell*

Credit Manager

**(518) 251-9110 Direct line**

(518) 251-2908 fax

[lmitchell@creativestagelighting.com](mailto:lmitchell@creativestagelighting.com)

[www.Creativestagelighting.com](http://www.Creativestagelighting.com)

**Need SPECIAL FINANCING for an order? We have the referral(s) for you!! Contact me directly to discuss your options.**

**Did you know you can PAY YOUR INVOICE through the CSL Portal?**

**Contact me on a safe and easier way to pay through our CSL Portal, CSL Paypal, ACH or with Deluxe E-checks.**

**Coming together is the beginning.**

**Keeping together is progress**

**Working together is Success.**

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**From:** Gordon, Paula [mailto:GordonP@losrios.edu]  
**Sent:** Thursday, June 7, 2018 4:10 PM  
**To:** Jason Lemery; Drew Mahoney; Leslie Mitchell  
**Cc:** Haney, Brenda  
**Subject:** RE: CREATIVE STAGE LIGHTING \_DEMANDING PMT PO\_10097727\_RE: PRODUCT DISPUTE \_PO 0001097727

Good afternoon,

I would actually prefer this to be handled in writing. Please address your specific issues to me via return email and I will reply to them item by item.

Thank you.

Paula Gordon, Purchasing Supervisor  
Los Rios Community College District  
916-568-3149

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**From:** Gordon, Paula  
**Sent:** Thursday, June 07, 2018 8:58 AM  
**To:** 'Jason@creativestagelighting.com' <Jason@creativestagelighting.com>; 'Drew Mahoney' <DMahoney@creativestagelighting.com>; 'lmitchell@creativestagelighting.com' <lmitchell@creativestagelighting.com>  
**Subject:** CREATIVE STAGE LIGHTING \_DEMANDING PMT PO\_10097727\_RE: PRODUCT DISPUTE \_PO 0001097727  
**Importance:** High

Good morning,

Based on the information previously emailed to Creative Stage Lighting and summarized below, LRCCD is requesting a full credit to all invoices for PO 0001097727.

- 3/21/18 Purchase order with LRCCD terms and conditions sent to Creative Stage Lighting.
- 4/16/18 Packages (2) received at FLC receiving department and delivered to Theater Department.
- 4/19/18 Theater Department unboxed and inspected equipment, noting and taking pictures of minor damage to hoist unit box, and major damage to chain hoist. Label to hoist unit was worn away, scratches on the unit, and cracks on the outer housing; this damage points to a used unit being sent to us.  
Pictures of damaged unit and box emailed to Drew Mahoney.  
**Drew advised that a UPS claim would need to be filed by FLC. Our terms and conditions, item 8 clearly state that all shipments are FOB destination and claims against carriers are the responsibility of the vendor.**
- 4/20/18 Hoist returned to Creative Stage Lighting, 1Z163480342235660. Received on 4/27/18.

Shipment of replacement was refused until FLC paid for the damaged hoist. Creative Stage Lighting claimed that FLC damaged it. Pictures are very clear that this unit was shipped damaged and/or previously used. LRCCD will not pay for the returned damaged product.

6/5/18 PO items for component parts (PO lines 2, 3, 4) were returned 1Z74A7E90398952825, ETA 6/12/18. We cannot use the component parts without the hoist unit.

This purchase order is now considered cancelled. Please respond immediately with a credit for the returned hoist unit, and follow with a credit for the component parts upon receipt on 6/12/18.

Thank you for your attention to this matter.

Paula Gordon, BA, CPPM  
Purchasing Supervisor  
Los Rios Community College District  
1919 Spanos Ct., Sacramento, CA 95825  
Phone: 916-568-3149 Fax: 916-568-3145  
[GordonP@losrios.edu](mailto:GordonP@losrios.edu)

## Change Order Request

Request Date: 06/06/15

College/Dept.: FLC/TA

Cancel PO\_0001097727\_Creative Stage Lighting / Release Encumbrance \$2038.35

Re-Issue PO to Alternate Vendor\_ Mountain Productions per attached Quote# 18e05786

**BUDGET: GENFD 6490 12 FL.VA.VTEA 10060 00000 2018 314A**

Please Note: Mountain Productions – new vendor packet requires, please verify if they will accept PO with Net 30 Terms or if Pre-Payment is required (see quote).



# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001097727**

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> 03/21/2018	<b>Revision</b> 1	<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> 1011142 QUINTELLM SHEWMAKERN		<b>Location / Dept</b> 04VAPA VAPA

**Supplier:** 0000038762  
 CREATIVE STAGE LIGHTING CO INC  
 PO BOX 567  
 NORTH CREEK NY 12853

**Phone:** (518) 251-3302  
**Fax:** (518) 251-2908

**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	2018E30-PROSTAR 500# 1P 30' ADD ON L520 PLUG + L1420 CONN, ITEM# 2-100-900-0401	1.00 EA	1,426.15	1,426.15	03/21/2018
2- 1	HOIST CONT STATN >L142 NS ITEM# CPB21BKL1420M	1.00 EA	119.03	119.03	03/21/2018
3- 1	CABLESET L520 12/3 SEO 030FT NON STOCK SEOPRENE, ITEM# CSL52012/3SE0030M	1.00 EA	51.56	51.56	03/21/2018
4- 1	CABLESET L1420 14/4SJ 30FT NS, ITEM # CSL142014/4SJ030M	1.00 EA	67.95	67.95	03/21/2018
5- 1	PROSTAR CHAIN BAG 40/20 NS, ITEM# MPPS11	1.00 EA	62.21	62.21	03/21/2018
6- 1	ESTIMATED SHIPPING	1.00 EA	177.61	177.61	03/21/2018

QUOTE# 450744-0 03/01/18

<b>Sub Total Amount</b>	1,904.51
<b>Sales Tax Amount</b>	133.84
<b>Total PO Amount</b>	2,038.35

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	12	FL.VI.VTEA	10060	00000	314A	2,038.35	2018

0001011142KIRKLINK20-MAR-2018

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**

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.

## 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:** CREATIVE STAGE LIGHTING CO INC 0000038762  
 PO BOX 567  
 NORTH CREEK NY 12853  
 United States

**Phone:** (518) 251-3302 **Fax:** (518) 251-2908  
**email:**

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

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001011142	Date: 03/07/2018
Requisition Name: CREATIVE STAGE LIGHTING - TA	
Requester: Melonie Quintell	Bldg#: VAPA
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: QUINTELM 07-MAR-2018	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	2018E30-PROSTAR 500# 1P 30' ADD ON L520 PLUG + L1420 CONN, ITEM# 2-100-900-0401	1	EA	1,426.15	1,426.15	03/21/2018
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						
2-1	HOIST CONT STATN >L142 NS ITEM# CPB21BKL1420M	1	EA	119.03	119.03	03/21/2018
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						
3-1	CABLESET L520 12/3 SEO 030FT NON STOCK SEOPRENE, ITEM# CSL52012/3SE0030M	1	EA	51.56	51.56	03/21/2018
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						
4-1	CABLESET L1420 14/4SJ 30FT NS, ITEM # CSL142014/4SJ030M	1	EA	67.95	67.95	03/21/2018
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						
5-1	PROSTAR CHAIN BAG 40/20 NS, ITEM# MPPS11	1	EA	62.21	62.21	03/21/2018
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						
6-1	SHIPPING	1	EA	177.61	177.61	03/21/2018
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						
7-1	TAX	1	EA	133.84	133.84	03/21/2018
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						

Total Requisition Amount: 2,038.35

<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	12	FL.VI.VTEA	10060	00000	314A	2,038.35



2018 MAR 14 P 2:13

~~PLS RETURN TO 518-251-3302~~

Approval Signature 	Approval Signature 	Approval Signature
------------------------	------------------------	--------------------

# Requisition

**Supplier:** CREATIVE STAGE LIGHTING CO INC    0000038762  
 PO BOX 567  
 NORTH CREEK NY 12853  
 United States

**Phone:** (518) 251-3302    **Fax:** (518) 251-2908  
**email:**

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

<b>Business Unit:</b> <b>GENFD</b> <b>OPEN</b>		
Req ID:	Date	Page
0001011142	03/07/2018	2
Requisition Name: CREATIVE STAGE LIGHTING - TA		
Requester		Bldg#
Melonie Quintell		VAPA
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: QUINTELM 07-MAR-2018		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
-----------	-------------	----------	-----	-------	--------------	----------

<b>Purchases Charged to Catagorical Programs, Grants or Special Project.</b>	
This purchase is in compliance with the requirement of _____	<u>VACA</u>
For grants/special projects _____	<u>314A</u>
_____	<u>Objectives 3 &amp; 7</u>
Name: _____	<u>[Signature]</u>

Approval Signature	Approval Signature	Approval Signature
--------------------	--------------------	--------------------



**CREATIVE STAGE LIGHTING CO., INC.**

149 Route 28N P.O. Box 567  
 North Creek, New York USA 12853-0567  
 (518)251-3302  
 FAX (518)251-2908

Quote #	Date	Page
450744-0	3/01/18	1

**Looking For Used Equipment?**  
 We are moving out well over One Million Dollars Worth!  
 From Cases to Cables to Consoles to Dimming, Rigging, Trussing and Automated Fixtures.  
 Everything is being sold with a warranty. First Come, First Served; So Act Quickly!

**QUOTATION CONFIRMATION**

Customer:	Ship To:
LOS RIOS COMMUNITY COLLEGE Accounts Payable 1919 Spanos Court  Sacramento, CA 95825 United States of America	FOLSOM LAKE COLLEGE RECEIVING 10 College Parkway  Folsom, CA 95630 United States of America

Customer:	Customer PO:	Entered by:	Entered:	Expiration:		
LRCC	QUOTE - HOISTS	Drew Mahoney	2/28/18	3/30/18		
Item	Description	Quantity	UOM	Disc %	Unit Price	Extend. Price

Place an order, check your account at  
[store.creativestagelighting.com](http://store.creativestagelighting.com)

2-100-900-0401	2018E30-PROSTAR 500# 1P 30' Add On L520 Plug + L1420 Conn	1.00	EA	1,426.1486	1,426.15
CPB21BKL1420M	HOIST CONT STATN >L1420 NS	1.00	EA	119.0333	119.03
CSL52012/3SE0030M	CABLESET L520 12/3 SE0 030FT NON STOCK SEOPRENE	1.00	EA	51.5583	51.56
CSL142014/4SJ030M	CABLESET L1420 14/4SJ 30FT NS	1.00	EA	67.9464	67.95
MPPS11	PROSTAR CHAIN BAG 40/20 NS	1.00	EA	62.2125	62.21
	APPROX SHIPPING \$177.61				
	APPROX SALES TAX - \$133.84				

Material total:	1,726.90
Freight:	177.61
<b>Total Quote:</b>	<b>1,904.51</b>

This quote is valid based on acceptance in its entirety and unless otherwise specified is valid for 30 days.  
 Terms need to be confirmed and are subject to the approval of our credit department.  
 Due to market fluctuations, all cable quotations other than Dura-Flex are valid for 1 day only.





**CREATIVE STAGE LIGHTING CO., INC.**

149 Route 28 N P.O. Box 567  
 North Creek, New York USA 12853-0567  
 (518)251-3302  
 FAX (518)251-2908  
 e-mail: info@creativestagelighting.com

514552

INVOICE #	INVOICE DATE	PAGE
379919	4/06/18	1

*Hold - PER Brenda Honey  
 product damaged*

**Looking for Used Equipment?**  
 We are moving out well over One Million Dollars Worth!  
 From Cases to Cables to Consoles to Dimming, Rigging, Trussing and Automated Fixtures.  
 Everything is being sold with a warranty. First Come, First Served; So Act Quickly!

**Bill To:**

LOS RIOS COMMUNITY COLLEGE  
 Accounts Payable  
 1919 Spanos Court  
 Sacramento, CA 95825  
 United States of America  
 916-568-3072

**Ship To:**

FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 College Parkway  
 Folsom, CA 95630  
 United States of America

**SPECIAL INSTRUCTIONS:**

CUSTOMER PO NUMBER		TERMS		SHIP VIA		E.O.B. POINT	
0001097727		Net 30 Days		UPS GROUND			
ORDERED BY		SALESMAN 1	SALESMAN 2	ORDER DATE	ORDER #	CUSTOMER ID.	
		32		3/27/18	450744-000	LRCC	
QUANTITY			ITEM NUMBER / DESCRIPTION	UOM	UNIT PRICE	EXTENDED PRICE	
ORDERED	SHIPPED	B/O					
1.00	1.00	.00	2-100-900-0401 2018E30-PROSTAR 500# 1P 30' Add On L520 Plug + L1420 Conn	EA	1426.1486	1426.15	✓
1.00	1.00	.00	CPB21BKL1420M HOIST CONT STATN >L1420 NS	EA	119.0333	119.03	
1.00	1.00	.00	CSL52012/3SE0030M CABLESET L520 12/3 SEO 030FT NON STOCK SEOPRENE	EA	51.5583	51.56	
1.00	1.00	.00	CSL142014/4SJ030M CABLESET L1420 14/4SJ 30FT NS	EA	67.9464	67.95	
1.00	1.00	.00	MPPS11 PROSTAR CHAIN BAG 40/20 NS	EA	62.2125	62.21	✓
			APPROX SHIPPING \$177.61				
SUB-TOTAL		FREIGHT	MIN ORDER FEE	TAXABLE	TAX	DEPOSIT	INVOICE TOTAL

PLEASE REMIT TO: P.O. Box 567, North Creek, NY 12853-0567

*Thank You*

LRCCD

*\*DO NOT Pay\**

*Entire Order Returned to Vendor APR 12 2018*

*See MRMS # 1 and 2*

ACCTG OPS



**CREATIVE STAGE LIGHTING CO., INC.**

149 Route 28 N P.O. Box 567  
 North Creek, New York USA 12853-0567  
 (518)251-3302  
 FAX (518)251-2908  
 e-mail: info@creativestagelighting.com

INVOICE #	INVOICE DATE	PAGE
379919	4/06/18	2

**Looking for Used Equipment?**  
 We are moving out well over One Million Dollars Worth!  
 From Cases to Cables to Consoles to Dimming, Rigging, Trussing and Automated Fixtures.  
 Everything is being sold with a warranty. First Come, First Served; So Act Quickly!

**Bill To:**

LOS RIOS COMMUNITY COLLEGE  
 Accounts Payable  
 1919 Spanos Court  
 Sacramento, CA 95825  
 United States of America  
 916-568-3072

**Ship To:**

FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 College Parkway  
 Folsom, CA 95630  
 United States of America

**SPECIAL INSTRUCTIONS:**

CUSTOMER PO NUMBER		TERMS		SHIP VIA		F.O.B. POINT	
0001097727		Net 30 Days		UPS GROUND			
ORDERED BY		SALESMAN 1	SALESMAN 2	ORDER DATE	ORDER #	CUSTOMER ID.	
		32		3/27/18	450744-000	LRCC	
QUANTITY			ITEM NUMBER / DESCRIPTION	UOM	UNIT PRICE	EXTENDED PRICE	
ORDERED	SHIPPED	B/O					
			SHIP COMPLETE				
SUB-TOTAL		FREIGHT	MIN ORDER FEE	TAXABLE	TAX	DEPOSIT	INVOICE TOTAL
1726.90		177.61	.00	1904.51	.00	.00	1904.51

PLEASE REMIT TO: P.O. Box 567, North Creek, NY 12853-0567

*Thank You*

*\* DO NOT PAY \*  
 Entire Order Returned to Vendor  
 See NRM # 1 and 2*



LOS RIOS COMMUNITY COLLEGE DISTRICT  
1919 Spanos Court  
Sacramento, California 95825

Return 1 of 2

MERCHANDISE RETURN MEMORANDUM

To: CREATIVE STAGE LIGHTING  
149 STATE ROUTE 28 NORTH  
NORTH CREEK NY 12853  
(City) (State) (Zip)

Date Received 04/16/2018  
P.o. No. 0001097727  
Carrier UPS  
Ship Via - Prepaid  Collect   
Vendor Return Phone Authorization  
Authorization No. per Drew Mahoney  
04/19/18

Credit Due Return #1 \$1647.48  
Credit Due Return #2 \$257.03  
TOTAL CREDIT DUE <\$1904.51>

THE FOLLOWING ITEM(S) ARE RETURNED HEREWITH:

ITEM NO.	QUANTITY	COMPLETE DESCRIPTION	AMOUNT
1	1	Item # 2-100-900-0401 2018 E30 PROSTAR 500# IP 30' (PO Line #1)	<1426.15
2	1	Item # MPPS11 40/20 NS (PO Line #5) PROSTAR CHAIN BAG MDSE S/TL CREDIT	<62.21> <1488.36>
		SHIPPING CREDIT	<177.61>
		TOTAL CREDIT DUE THIS RETURN	<1,665.97>

Reason for Return Received Damage d. Upon Inspection of Package - contents  
(Specify & describe: damaged, over-shipment, not as specified, other)

Chain hoist cracked & warning label scuffed. Does not appear in new condition. Photos taken.

Returned for: Credit  Replacement  Repair  Tracking #  
Returned Via: UPS Refusal Return to Shipper 1211634803  
(Attach Shipping Receipt) 42235660

College: Folsom Lake College  
Address: 10 College Pkwy  
Folsom CA 95630  
Date Returned 04/20/18  
Signed UPS Pick Up - Return  
Received by Vendor  
04/27/18

WHITE: Vendor YELLOW: Accounting/D.O. PINK: Receiving GOLDENROD: Department

DO NOT PAY INVOICE # 379919 4/6/18

Location...: 0001  
WAREHOUSE

1  
450744-000

LRCC  
LOS RIOS COMMUNITY COLLEGE  
Accounts Payable  
1919 Spanos Court  
Sacramento, CA 95825  
United States of America

C000001  
FOLSOM LAKE COLLEGE  
RECEIVING  
10 College Parkway  
Folsom, CA 95630  
United States of America

CREATIVE STAGE LIGHTING

PO: 0001097727 UPS GROUND

06 4/06/18

RCUR: 0001033309  
4/16/18 UNIT

ANY CLAIM FOR MISSING, DAMAGED OR INCORRECT PRODUCT CAN ONLY BE FILED WITHIN 3 DAYS OF RECEIPT OF ORDER

2-100-900-0401  
2018E30-PROSTAR 500# 1P 30'  
Add On L520 Plug + L1420 Conn  
CPB21BKL1420M  
HOIST CONT STATN >L1420  
NS  
CSL52012/3SEO030M  
CABLESET L520 12/3 SEO 030FT  
NON STOCK SEOPRENE  
CSL142014/4SJ030M  
CABLESET L1420 14/4SJ 30FT  
NS  
MPPS11  
PROSTAR CHAIN BAG 40/20  
NS  
APPROX SHIPPING \$177.61  
SHIP COMPLETE

L1 1.00 1.00 .00 EA  
L2 1.00 1.00 .00 EA  
L3 1.00 1.00 .00 EA  
L4 1.00 1.00 .00 EA  
L5 1.00 1.00 .00 EA

PICKED BY: \_\_\_\_\_ PACKED BY: \_\_\_\_\_ CHECKED BY: \_\_\_\_\_

*5/15/18*

PO Line # 1 & 5 Rec'd  
damaged UPS Tracking #  
1Z 1163480342235660

Rec'd 04/16/18, Return/Damaged  
Reported to vendor 04/19/18.  
Phone Call to Drew Mahoney -  
instructed to Refuse w/ UPS and  
Return to Sender w/ request to Inspect  
Packaging.





LRCCD Property

109772701001  
04VAPA



College/Dept: FLL / VAPA

Vendor Name: Creative Stage Lighting

PO # 000 109 7727

RECEIVING  
Purchase Order Attachments

Asset Tags

Miscellaneous list of items ordered.

Additional description of item(s) listed on PO.

Other \_\_\_\_\_

QUICK START ▼



Home (/us/en/Home.page?) > Tracking (/us/en/services/tracking.page?) > Track & Tracking History

# Tracking

**Track**

[Log in to save this information](#)  
to your recently tracked shipments.

New to UPS? [Sign up](#)

**UPS TRACKING FOR RETURN# 1 PO LINES 1 AND 5 - REFUSAL OF VENDORS ORIGINAL UPS SHIPMENT TRACKING# 1Z1163480342235660 - 3 PAGES ENCLOSED**

**1Z1163480342235660**

*L# 1 & 5*

Exception ?

Out for Delivery

Deliver

**Scheduled Delivery:**  
Scheduled delivery information is not available at this time. Please check back later.

**Last Location:**  
Sacramento, CA, United States,  
Wednesday, 05/02/2018

**Left At:**  
Receiver

What time will your package be delivered to your home? Get **FREE**

**Notify me with Updates**

**Change Delivery**

**Continue**

**Ask UPS**

estimated Delivery  
Windows on most UPS  
packages.

[I am already a UPS My Choice® Member](#)

▼ Shipment Progress

[What's](#)

LOCATION	DATE	LOCAL TIME	ACTIVITY
Sacramento, CA, United States	05/02/2018	5:53 A.M.	The damage inspection request has been <i>changed</i>
Queensbury, NY, US	04/27/2018	1:28 P.M.	RETURNED TO SHIPPER
Queensbury, NY, United States	04/27/2018	9:21 A.M.	Out For Delivery Today
	04/27/2018	6:19 A.M.	Destination Scan
	04/27/2018	5:27 A.M.	Arrival Scan
East Syracuse, NY, United States	04/27/2018	1:24 A.M.	Departure Scan
East Syracuse, NY, United States	04/26/2018	11:22 P.M.	Arrival Scan
Hodgkins, IL, United States	04/25/2018	9:33 P.M.	Departure Scan
Hodgkins, IL, United States	04/24/2018	4:48 A.M.	Arrival Scan
Sacramento, CA, United States	04/23/2018	10:13 P.M.	The package was not ready for pickup at t
Sacramento, CA, United States	04/21/2018	11:53 A.M.	The receiving business was closed at the t
San Pablo, CA, United States	04/21/2018	3:06 A.M.	Departure Scan
	04/21/2018	12:38 A.M.	Arrival Scan
Sacramento, CA, United States	04/20/2018	11:08 P.M.	Departure Scan
	04/20/2018	8:01 P.M.	The package was refused by the receiver
	04/20/2018	8:45 A.M.	Out For Delivery Today
Sacramento, CA, United States	04/19/2018	1:38 P.M.	We've scheduled an inspection of the dan
Sacramento, CA, US	04/13/2018	11:24 A.M.	DELIVERED <i>Recvd FCC 4/16/18</i>
Sacramento, CA, United States	04/13/2018	8:37 A.M.	Out For Delivery Today
	04/13/2018	8:05 A.M.	Destination Scan
	04/13/2018	12:55 A.M.	Arrival Scan
San Pablo, CA, United States	04/12/2018	11:20 P.M.	Departure Scan
	04/12/2018	3:33 P.M.	Arrival Scan
Hodgkins, IL, United States	04/10/2018	6:41 A.M.	Departure Scan
Hodgkins, IL, United States	04/09/2018	7:13 P.M.	Arrival Scan

Ask UPS

	04/09/2018	6:26 P.M.	Departure Scan
	04/09/2018	6:04 P.M.	Arrival Scan
Maumee, OH, United States	04/09/2018	2:47 P.M.	Departure Scan
	04/09/2018	1:02 P.M.	Arrival Scan
East Syracuse, NY, United States	04/09/2018	4:57 A.M.	Departure Scan
East Syracuse, NY, United States	04/07/2018	12:01 A.M.	Arrival Scan
Queensbury, NY, United States	04/06/2018	8:10 P.M.	Departure Scan
	04/06/2018	6:02 P.M.	Origin Scan
United States	04/06/2018	4:33 P.M.	Order Processed: Ready for UPS

▼ Additional Information	
<b>Multiple Packages:</b>	2
<b>Shipment Category:</b>	Package
<b>Shipped/Billed On:</b>	04/06/2018
<b>Weight:</b>	33.00 lbs

▶ Packages in this Shipment (Total Packages: 2)



- Ⓢ Customer Service +
- This Site +
- Company Info +

Other UPS Sites

Ask UPS



Return 2 of 2

**MERCHANDISE RETURN MEMORANDUM**

To: CREATIVE STAGE LIGHTING  
149 STATE ROUTE 28 NORTH  
NORTH CREEK, NY 12853  
 (City) (State) (Zip)

Date Received 04/14/18

P.o. No. 0001097727

Carrier UPS

Return Ship Via By College Prepaid  Collect

Vendor Return Authorization No. Vendor Refusal to Fulfill Order.

Credit Due Return #1 <\$1,647.48>  
 Credit Due Return #2 <\$ 257.03>  
TOTAL CREDIT DUE <\$ 1904.51>

THE FOLLOWING ITEM(S) ARE RETURNED HEREWITH:

ITEM NO.	QUANTITY	COMPLETE DESCRIPTION	AMOUNT
1	1	Item# CPB21 BKL 1420M L1420 NS HOIST CONT STAT N (PO LINE# 2)	<119.03>
2	1	Item# CSL520121 3SE 0030M L520 CABLESET 1213 SE 0 030FT NS (PO LINE# 3)	<51.56>
3	1	Item# CSL142014/4SJO 30M L1420 CABLESET 14/4S J 30FT NS (PO LINE# 4)	<67.95>
		MDSE S/TL CREDIT	<238.54>
<u>TOTAL CREDIT DUE THIS RETURN</u>			<u>&lt;238.54&gt;</u>

Reason for Return Vendor Refuses to Replace PO Line Items 1 and 5  
 Received Damaged and returned 4/19/18. Cannot use these component parts without main hoist unit.  
 (Specify & describe: damaged, over-shipment, not as specified, other)

This Return Shipping Paid by College.

Returned for: Credit  Replacement  Repair

Returned Via: UPS TRACKING# 1Z74A7E90398952825  
 (Attach Shipping Receipt)

College: FOLSOM LAKE COLLEGE  
 Address: 10 COLLEGE PKWY  
FOLSOM, CA 95630

Date Returned 6-5-18  
 Signed Colin Owens

DO NOT PAY INVOICE # 379919 4/6/18

# UPS Shipment Receipt

Transaction Date: 05 Jun 2018

Tracking Number:

1Z74A7E90398952825

## 1 ADDRESS INFORMATION

<b>Ship To:</b>	<b>Ship From:</b>	<b>Return Address:</b>
Creative Stage Lighting Co, Inc 149 State Route 29 N North Creek NY 12853	Fic Bookstore Folsom Lake College Bookstore 100 Scholar Way Folsom CA 95630 Telephone:916-608-6586 email:owensc@fliclosrios.edu	Fic Bookstore Folsom Lake College Bookstore 100 Scholar Way FOLSOM CA 95630 Telephone:916-608-6586 email:owensc@fliclosrios.edu

## 2 PACKAGE INFORMATION

	WEIGHT	DIMENSIONS / PACKAGING	DECLARED VALUE	REFERENCE NUMBERS
1.	15.0 lbs (15.0 lbs billable)	Other Packaging	260.00 USD	

## 3 UPS SHIPPING SERVICE AND SHIPPING OPTIONS

**Service:** UPS Ground Service

**Guaranteed By:** End of Day Tuesday, Jun 12, 2018

**Shipping Fees Subtotal:** 29.64 USD

<b>Transportation</b>	22.58 USD
<b>Fuel Surcharge</b>	1.76 USD
<b>Declared Value</b>	
Package 1	2.70 USD
<b>Delivery Area Surcharge - Extended</b>	
Package 1	2.60 USD

## 4 PAYMENT INFORMATION

**Bill Shipping Charges to:** Shipper's Account 74A7E9

<b>Shipping Charges:</b>	29.64 USD
A discount has been applied to the Daily rates for this shipment	
<b>Negotiated Charges:</b>	24.80 USD
<b>Subtotal Shipping Charges:</b>	24.80 USD
<b>Total Charges:</b>	24.80 USD

Note: This document is not an invoice. Your final invoice may vary from the displayed reference rates.



## Proof of Delivery

Close Window

Dear Customer,

This notice serves as proof of delivery for the shipment listed below.

<b>Tracking Number:</b>	1Z74A7E90398952825
<b>Service:</b>	UPS Ground
<b>Weight:</b>	15.00 lbs
<b>Shipped/Billed On:</b>	06/05/2018
<b>Delivered On:</b>	06/13/2018 12:58 P.M.
<b>Delivered To:</b>	NORTH CREEK, NY, US
<b>Received By:</b>	BISCARCI
<b>Left At:</b>	Receiver

Thank you for giving us this opportunity to serve you.

Sincerely,

UPS

Tracking results provided by UPS: 06/13/2018 1:13 P.M. ET

**From:** [Haney, Brenda](#)  
**To:** [Gordon, Paula](#)  
**Subject:** CSL\_PO\_0001097727\_MRM Return# 2 Delivered\_ FW: UPS Delivery Notification, Tracking Number 1Z74A7E90398952825  
**Date:** Wednesday, June 13, 2018 10:34:19 AM  
**Attachments:** [UPS POD CSL MRM#2 TRKG# 1Z74A7E90398952825.pdf](#)  
**Importance:** High

---

Hi Paula –

Below is UPS Tracking Confirmation for MRM Return# 2 on Creative Stage Lighting PO\_0001097727 with POD attached.

I will add this to our Archive file for this PO.

Thank you,

*Brenda Haney*

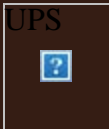
Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

---

**From:** UPS Quantum View <pkginfo@ups.com>  
**Sent:** Wednesday, June 13, 2018 10:04 AM  
**To:** Haney, Brenda <haneyb@flc.losrios.edu>  
**Subject:** UPS Delivery Notification, Tracking Number 1Z74A7E90398952825



## Your package has been delivered.

**Delivery Date:** Wednesday, 06/13/2018

**Delivery Time:** 12:58 PM

**Left At:** RECEIVER

At the request of Brenda, this notice is to confirm that following shipment has been delivered.

**Message from Brenda:**  
PO\_0001097727\_CSL Return#2

### Shipment Details

---

**Tracking Number:** [1Z74A7E90398952825](#)

**Ship To:** NORTH CREEK, NY 12853  
US

**UPS Service:** UPS GROUND

**Number of Packages:** 1  
**Weight:** 15.0 LBS



[Download the UPS mobile app](#)

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Photo's of Original Vendor Carton  
Return# 2 for PO Lines 2,3,4

Returned:  
UPS Tracking # **1Z74A7E90398952825**

SHIPPING DEPARTMENT  
1581 25th 3307 204  
CREATIVE STAGE LIGHTING CO INC  
109 STATE ROUTE 28N  
NORTH CREEK NY 12853-2707

14 LBS 2 OF 2  
DWT: 19,19,7

SHIP TO:  
RECEIVING  
(916) 568-3072  
FOLSOM LAKE COLLEGE  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

CA 955 6-03

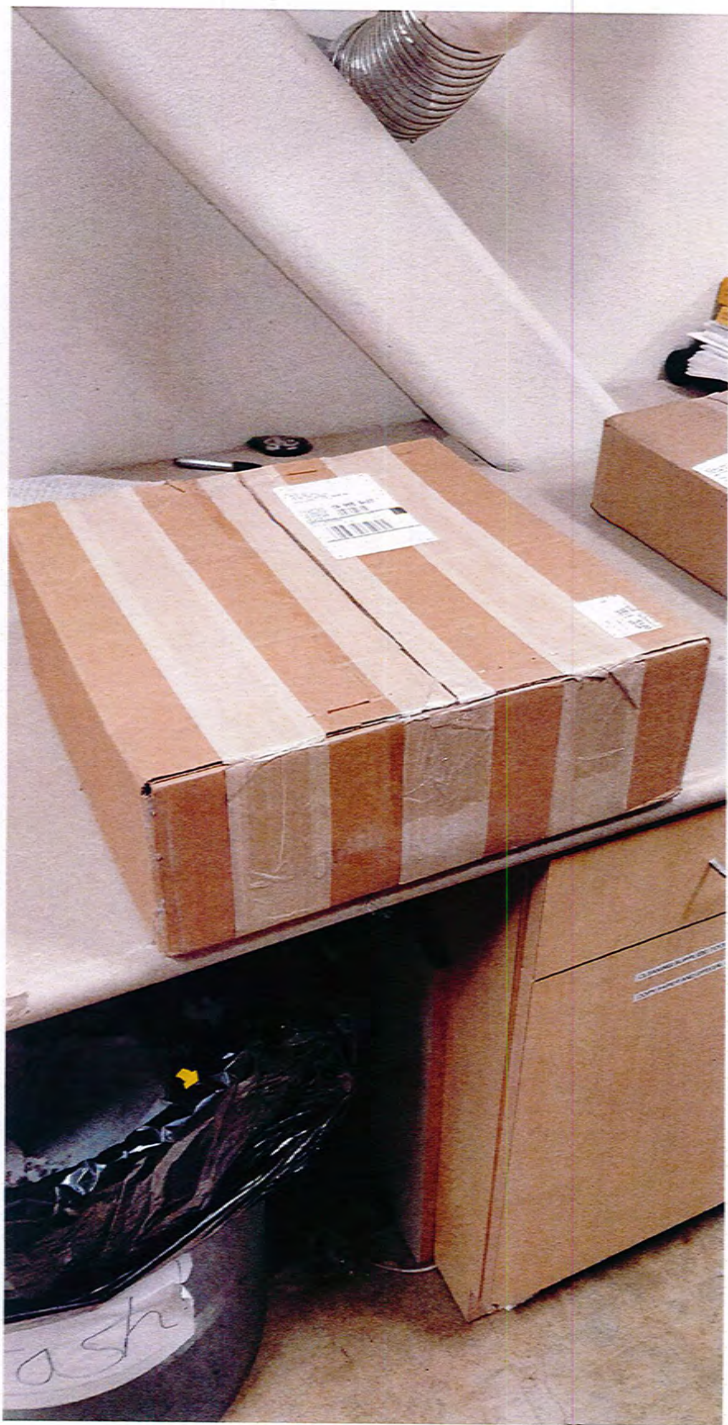
UPS GROUND  
TRACKING #: 1Z 116 348 03 4123 2478

ILLING: P/P

EF 1:450744 0

US 20.0.20 LP2844 57 DA 01/2018

WE STAND BY BEHIND UPS Service, and safety of the nation's industry. Where allowed by law, please refer to UPS or our website for the right of our  
customers. If reported from the U.S. Office of the Inspector General, we will report to the U.S. Department of Justice. UPS is a member of the  
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## Haney, Brenda

---

**From:** Haney, Brenda  
**Sent:** Thursday, April 19, 2018 2:17 PM  
**To:** Wong, Barbara; Reyes, Chris  
**Cc:** Thiessen, Levi  
**Subject:** HOLD PAYMENT\_ REMOVE VOUCHER#\_00516552 / DO NOT PAY INV# 379919\_PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING

**Importance:** High

Accounting –

PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING

- Please delete Voucher#\_00516552 / DO NOT PAY INV# 379919
- Notify FLC BSO when done, so that we can update RCVR

Thank you,

*Brenda Haney*

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

---

**From:** Thiessen, Levi  
**Sent:** Thursday, April 19, 2018 2:07 PM  
**To:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>  
**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

Creative Stage Lighting Co, Inc.

PO:0001097727

RCVR: 0001083309 and 3304

4/16/18

Thank you

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**From:** Haney, Brenda  
**Sent:** Thursday, April 19, 2018 2:03 PM  
**To:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>  
**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

Hi Levi –

Please confirm Vendor Name, PO# and RCVR# for this – and I will request Accounting to remove payment voucher, so we can delete/update RCVR, and this PO can be put on HOLD until Return/Damage Claim is resolved.

Thank you,

*Brenda Haney*

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Thiessen, Levi  
**Sent:** Thursday, April 19, 2018 1:40 PM  
**To:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>  
**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

Brenda, I cannot remove the RCVR. It says " Receipt has an active voucher against it and cannot be cancelled. (10300,325)

The receipt cannot be cancelled when there are one or more active vouchers against it.."

Levi

---

**From:** Haney, Brenda

**Sent:** Thursday, April 19, 2018 1:19 PM

**To:** Wallace, Ian <WallacI@flc.losrios.edu>; Thiessen, Levi <ThiessL@flc.losrios.edu>; Quintell, Melonie <QuinteM@flc.losrios.edu>

**Cc:** Hoyt, Cameron <HoytC@flc.losrios.edu>

**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

Please provide PO# and Vendor Name.

Levi – Remove RCVR from the PO – so it doesn't flag for payment.

Thank you,

*Brenda Haney*

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Wallace, Ian

**Sent:** Thursday, April 19, 2018 12:40 PM

**To:** Thiessen, Levi <ThiessL@flc.losrios.edu>; Haney, Brenda <haneyb@flc.losrios.edu>; Quintell, Melonie <QuinteM@flc.losrios.edu>

**Cc:** Hoyt, Cameron <HoytC@flc.losrios.edu>

**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

I just called them. They think it was probably damaged in transit. They are going to contact the freight company and get back to me.

Ian

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**From:** Thiessen, Levi

**Sent:** Thursday, April 19, 2018 12:26 PM

**To:** Wallace, Ian <WallacI@flc.losrios.edu>; Haney, Brenda <haneyb@flc.losrios.edu>; Quintell, Melonie <QuinteM@flc.losrios.edu>

**Cc:** Hoyt, Cameron <HoytC@flc.losrios.edu>

**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

Hi Ian,

I'll get you a MRM to fill out, but you will need to contact the vendor and get an authorization number from them. I did notice the scuffed label, but did not see the crack. Give me a call if you need assistance.

Thanks

Levi

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**From:** Wallace, Ian

**Sent:** Thursday, April 19, 2018 12:20 PM

**To:** Thiessen, Levi <ThiessL@flc.losrios.edu>; Haney, Brenda <haneyb@flc.losrios.edu>; Quintell, Melonie <QuinteM@flc.losrios.edu>

**Cc:** Hoyt, Cameron <HoytC@flc.losrios.edu>

**Subject:** Damaged chain hoist from Creative Stage Lighting

Hey Levi/Brenda/Melanie-

Cameron just opened up and tested the new chain hoist that Levi delivered, and unfortunately it looks like it is damaged. See attached photos. One side is cracked, and the warning label is scuffed up and not super legible. I think we will need to send it back and ask for a replacement (or this one is repaired?). How should we proceed?

Thanks!

Ian

**From:** [Haney, Brenda](#)  
**To:** [Wong, Barbara](#); [Reyes, Chris](#)  
**Cc:** [Thiessen, Levi](#)  
**Subject:** RE: HOLD PAYMENT\_ REMOVE VOUCHER#\_00516552 / DO NOT PAY INV# 379919\_PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING  
**Date:** Monday, June 4, 2018 2:33:37 PM

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Hi Barbara –

Can you please email me a copy of this Vendor's Invoice# 379919.

At this point, payment should remain on HOLD (or voucher canceled if possible). As we will now be working with Purchasing to issue a Letter of Dispute to the vendor, as they refuse to replace the returned items.

Thank you,

*Brenda Haney*

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Wong, Barbara

**Sent:** Friday, May 4, 2018 11:14 AM

**To:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>; Reyes, Chris <[reyesc@losrios.edu](mailto:reyesc@losrios.edu)>

**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>

**Subject:** RE: HOLD PAYMENT\_ REMOVE VOUCHER#\_00516552 / DO NOT PAY INV# 379919\_PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING

Thanks for the update. We will continue to hold until further notice.

*Barbara Wong*

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**From:** Haney, Brenda

**Sent:** Friday, May 04, 2018 10:24 AM

**To:** Wong, Barbara <[WONGB@losrios.edu](mailto:WONGB@losrios.edu)>; Reyes, Chris <[reyesc@losrios.edu](mailto:reyesc@losrios.edu)>

**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>

**Subject:** RE: HOLD PAYMENT\_ REMOVE VOUCHER#\_00516552 / DO NOT PAY INV# 379919\_PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING

Hi Barbara –

Thanks for confirmation of payment status. I have requested all return documentation from FLC Receiving, and will be working with vendor next week regarding replacement for returned item.

Can send you an update once all this info is gathered.

Thank you,

*Brenda Haney*

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Wong, Barbara

**Sent:** Friday, May 4, 2018 10:20 AM  
**To:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>; Reyes, Chris <[reyesc@losrios.edu](mailto:reyesc@losrios.edu)>  
**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>  
**Subject:** RE: HOLD PAYMENT\_ REMOVE VOUCHER#\_00516552 / DO NOT PAY INV# 379919\_PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING

Hi Brenda,

Voucher 00516552 for invoice 379919 is still on hold and has not paid. We are waiting for direction on how to proceed with this dispute. Thank you.

*Barbara Wong*

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**From:** Haney, Brenda  
**Sent:** Thursday, April 19, 2018 2:43 PM  
**To:** Reyes, Chris <[reyesc@losrios.edu](mailto:reyesc@losrios.edu)>; Wong, Barbara <[WONGB@losrios.edu](mailto:WONGB@losrios.edu)>  
**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>  
**Subject:** RE: HOLD PAYMENT\_ REMOVE VOUCHER#\_00516552 / DO NOT PAY INV# 379919\_PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING

Sure, that's ok – as long as warrant doesn't print and get released. Will update you as this progresses.

Thank you,  
*Brenda Haney*  
Business Services  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Reyes, Chris  
**Sent:** Thursday, April 19, 2018 2:24 PM  
**To:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>; Wong, Barbara <[WONGB@losrios.edu](mailto:WONGB@losrios.edu)>  
**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>  
**Subject:** RE: HOLD PAYMENT\_ REMOVE VOUCHER#\_00516552 / DO NOT PAY INV# 379919\_PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING

Hi Brenda, I could not delete as it has posted already. Barb suggested I put it on hold so it will not pay. Hope this is ok. Let us know if a credit is coming or if they replace your product.

*Chris Reyes*

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**From:** Haney, Brenda  
**Sent:** Thursday, April 19, 2018 2:17 PM  
**To:** Wong, Barbara <[WONGB@losrios.edu](mailto:WONGB@losrios.edu)>; Reyes, Chris <[reyesc@losrios.edu](mailto:reyesc@losrios.edu)>  
**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>

**Subject:** HOLD PAYMENT\_ REMOVE VOUCHER#\_00516552 / DO NOT PAY INV# 379919\_PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING  
**Importance:** High

Accounting –  
PO\_0001097727\_CREATIVE STAGE LIGHTING / DAMAGE/RETURN PENDING  
o Please delete Voucher#\_00516552 / DO NOT PAY INV# 379919  
o Notify FLC BSO when done, so that we can update RCVR

Thank you,  
*Brenda Haney*  
Business Services  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Thiessen, Levi  
**Sent:** Thursday, April 19, 2018 2:07 PM  
**To:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>  
**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

Creative Stage Lighting Co, Inc.  
PO:0001097727  
RCVR: 0001083309 and 3304  
4/16/18

Thank you

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**From:** Haney, Brenda  
**Sent:** Thursday, April 19, 2018 2:03 PM  
**To:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>  
**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

Hi Levi –  
Please confirm Vendor Name, PO# and RCVR# for this – and I will request Accounting to remove payment voucher, so we can delete/update RCVR, and this PO can be put on HOLD until Return/Damage Claim is resolved.

Thank you,  
*Brenda Haney*  
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**From:** Thiessen, Levi  
**Sent:** Thursday, April 19, 2018 1:40 PM  
**To:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>  
**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

Receipt has an active voucher against it and cannot be

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**Cc:** Hoyt, Cameron <[HoytC@flc.losrios.edu](mailto:HoytC@flc.losrios.edu)>  
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**Sent:** Thursday, April 19, 2018 12:40 PM  
**To:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>; Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>; Quintell, Melonie <[QuinteM@flc.losrios.edu](mailto:QuinteM@flc.losrios.edu)>  
**Cc:** Hoyt, Cameron <[HoytC@flc.losrios.edu](mailto:HoytC@flc.losrios.edu)>  
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**Cc:** Hoyt, Cameron <[HoytC@flc.losrios.edu](mailto:HoytC@flc.losrios.edu)>  
**Subject:** RE: Damaged chain hoist from Creative Stage Lighting

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**Cc:** Hoyt, Cameron <[HoytC@flc.losrios.edu](mailto:HoytC@flc.losrios.edu)>

**Subject:** Damaged chain hoist from Creative Stage Lighting

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