

# LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001108355 CHANGE ORDER

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.

Date	Revision	Page
09/19/2019	2 - 01/14/2020	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1022077 WALLACEI HANEYB	04VAPA VAPA	

**Supplier:** 0000037398  
PREMIER PRINT & MAIL  
2615 DEL MONTE STREET  
WEST SACRAMENTO CA 95691

**Phone:** (916) 503-5300  
**Fax:** (916) 503-5310

**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	COPY/PRINTING SERVICES FOR 5000 81/2 X 51/2 POSTCARDS PRINTED ON 100# GLOSS COVER PRINTED FULL COLOR ON ONE SIDE AND BLACK INK ONLY ON THE OTHER SIDE FOR THE PRODUCTION OF FLC'S HOT L BALTIMORE	1.00 JOB	435.25	435.25	09/27/2019
2- 1	MAIL SERVICES ADDRESSING, PREPARING AND DELIVERY TO THE LOCAL USPS THE PRODUCTION OF FLC'S HOT L BALTIMORE	1.00 JOB	326.50	326.50	09/19/2019
DOES NOT INCLUDE POSTAGE - FLC TO USE COLLEGE BULK MAIL PERMIT WITH NON-PROFIT INDICIA					
3- 1	SHIPPING & HANDLING	1.00 EA	12.95	12.95	11/13/2019

QUOTE 9/05/2019 BY LIZ NOLAN

11-06-19 ADD LINE# 3 PER J. HARMAN. NEW PO TOTAL \$817.64 - BH


1/13/20 PER JOANY H CLOSE REMAINING BALANCE ON PO -DECREASED PO LINE 3 FROM \$20.57 TO \$12.95 TO MATCH AMOUNT INVOICED NEW PO TOTAL \$809.43 JK

Sub Total Amount	774.70
Sales Tax Amount	34.73
Total PO Amount	809.43

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.THTR	10070	00000	700P	809.43	2020

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

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

PURCHASE ORDER NO 0001108355  
CHANGE ORDER

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000037398  
PREMIER PRINT & MAIL  
2615 DEL MONTE STREET  
WEST SACRAMENTO CA 95691

Phone: (916) 503-5300  
Fax: (916) 503-5310

email:

Date	Revision	Page
09/19/2019	1 - 11/13/2019	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1022077 WALLACEI HANEYB	04VAPA VAPA	

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

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	COPY/PRINTING SERVICES FOR 5000 8 1/2 X 5 1/2 POSTCARDS PRINTED ON 100# GLOSS COVER PRINTED FULL COLOR ON ONE SIDE AND BLACK INK ONLY ON THE OTHER SIDE FOR THE PRODUCTION OF FLC'S HOT L BALTIMORE	1.00	JOB	435.25	435.25	09/27/2019
2- 1	MAIL SERVICES ADDRESSING, PREPARING AND DELIVERY TO THE LOCAL USPS THE PRODUCTION OF FLC'S HOT L BALTIMORE	1.00	JOB	326.50	326.50	09/19/2019
DOES NOT INCLUDE POSTAGE - FLC TO USE COLLEGE BULK MAIL PERMIT WITH NON-PROFIT INDICIA						
3- 1	SHIPPING & HANDLING	1.00	EA	20.57	20.57	11/13/2019

QUOTE 9/05/2019 BY LIZ NOLAN

11-06-19 ADD LINE# 3 PER J. HARMAN. NEW PO TOTAL \$817.64 - BH

Sub Total Amount  
Sales Tax Amount  
Total PO Amount


782.32
35.32
817.64

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.THTR	10070	00000	700P	817.64	2020

0001022077CHAVEZA17-SEP-2019

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.

## Change Order Request

PO # 0001108355      Request Date: 11/06/2019  
Vendor Name Premier Print & Mail

College/Dept: Theater

X Add line 3 of purchase order for \$ 20.57 with description Shipping & Handling (See Included Invoice) plus applicable tax

Requested: Ian Wallace  
Approved: BJ Snowden

# LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001108355

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

Date	Revision	Page
09/19/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1022077 WALLACEI HANEYB	04VAPA VAPA	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000037398  
PREMIER PRINT & MAIL  
2615 DEL MONTE STREET  
WEST SACRAMENTO CA 95691

**Phone:** (916) 503-5300  
**Fax:** (916) 503-5310

**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	COPY/PRINTING SERVICES FOR 5000 81/2 X 51/2 POSTCARDS PRINTED ON 100# GLOSS COVER PRINTED FULL COLOR ON ONE SIDE AND BLACK INK ONLY ON THE OTHER SIDE FOR THE PRODUCTION OF FLC'S HOT L BALTIMORE	1.00	JOB	435.25	435.25	09/27/2019
2- 1	MAIL SERVICES ADDRESSING, PREPARING AND DELIVERY TO THE LOCAL USPS THE PRODUCTION OF FLC'S HOT L BALTIMORE	1.00	JOB	326.50	326.50	09/19/2019

DOES NOT INCLUDE POSTAGE - FLC TO USE COLLEGE BULK MAIL PERMIT WITH NON-PROFIT INDICIA

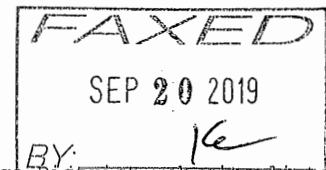
QUOTE 9/05/2019 BY LIZ NOLAN

**Paid Ch# 94-787719**  
**11/14/19 Amt \$ 812.66**

Sub Total Amount	761.75
Sales Tax Amount	33.73
Total PO Amount	795.48

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.THTR	10070	00000	700P	795.48	2020

0001022077CHAVEZA17-SEP-2019



Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

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****PURCHASE ORDER NO 0001108355**

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.

**Supplier:** 0000037398  
PREMIER PRINT & MAIL  
2615 DEL MONTE STREET  
WEST SACRAMENTO CA 95691

**Phone:** (916) 503-5300**Fax:** (916) 503-5310**email:**

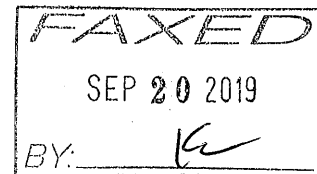
<b>Date</b>	<b>Revision</b>	<b>Page</b>
09/19/2019		2
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	See Details
<b>Reference:</b>	<b>Location / Dept</b>	
1022077 WALLACEI HANEYB	04VAPA VAPA	

**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
----------	------------------	--------------	----------	--------------	----------

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**  
**on Total PO**  
**Amount Page**

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.

# Requisition

**Supplier:** PREMIER PRINT & MAIL 0000037398  
2615 DEL MONTE STREET  
WEST SACRAMENTO CA 95691  
United States

**Phone:** (916) 503-5300 **Fax:** (916) 503-5310  
**email:**

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

<b>Business Unit:</b> GENFD OPEN		
Req ID:	Date	Page
0001022077	09/06/2019	1
Requisition Name:		
PREMIER PRINT & MAIL - TA		
Requester		
Ian Wallace		
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: QUINTELM 06-SEP-2019		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	COPY/PRINTING SERVICES FOR 5000 81/2 X 51/2 POSTCARDS PRINTED ON 100# GLOSS COVER PRINTED FULL COLOR ON ONE SIDE AND BLACK INK ONLY ON THE OTHER SIDE FOR THE PRODUCTION OF FLC'S HOT L BALTIMORE	1	SET	435.25	435.25	09/13/2019
2-1	MAIL SERVICES ADDRESSING, PREPARING AND DELIVERY TO THE LOCAL USPS THE PRODUCTION OF FLC'S HOT L BALTIMORE	1	SET	326.50	326.50	09/13/2019

761.75 Sub-total  
59.03 Est. tax

Total Requisition Amount: 820.78

QUOTE DTD 9/05/2019 BY LIZ NOLAN

<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	4300	12	FL.VI.THTR	10070	00000	700P	761.75

## Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of \_\_\_\_\_

For grants/special projects \_\_\_\_\_

Name : \_\_\_\_\_

Approval Signature

Approval Signature

Approval Signature



Print • Mail • Fulfillment

## QUOTATION

Proposed To: Folsom Lake College – The Falcon's Eye Theater  
Project Description: Fall Production Postcard – the Hotel Baltimore

Date: 9/5/19

Creative Services: Client to provide camera ready art.  
(PPM to add FLC non-profit indicia)

Cost: N/A

Copy/Print Services: 5000 8 1/2 x 5 1/2 postcards, printed on 100# gloss cover  
Printed full color on one side and black ink only on the other side

Cost: \$438.25

Mail Services: Addressing, preparing and delivery to local USPS

Cost: \$326.50

**Postage estimate** – use FLC non-profit indicia – Cost estimate is no more than .18¢ per postcard.  
(5000 at maximum = \$900) We will confirm actual cost when we run the address list prior to dropping.

Special Note: All postage must be received at PPM or deposited with USPS **PRIOR** to the drop of mail.

Fulfillment Services: N/A

Cost: N/A

**Terms:** ON NEW ACCOUNTS: 50% deposit with balance due prior to delivery.  
ON OPEN ACCOUNTS: 2% 10, Net 30, from date of invoice. A service charge of 1 1/2 % per month will be charged on the unpaid balances 30 days after month of invoice. (18% annual rate.)  
**\*NOTE:** Plus applicable California Sales and Use Tax.

**Customer:** Acceptance of this quotation is an agreement between PPM and the undersigned and is subject to our standard terms and conditions which appear on the reverse. Buyer agrees that in an event suit is necessary to recover payment of the purchase price, buyer will pay seller's attorney fees and costs, including attorney fees for appeal.

Quotation subject to change after 30 days.

By \_\_\_\_\_  
(Client Signature)

By Liz Nolan  
(Premier Print & Mail)



Print • Mail • Fulfillment

## Past Due Invoice

Date	Invoice #
10/16/2019	21909-0972

**Bill To:**

Folsom Lake College  
ATTN: Billing A/P  
10 College Parkway  
Folsom CA 95630

Account Rep	Order Date	P.O. Number	Payment Terms	Ship Via	Due Date
HSE	9/6/2019	0001108355	Due Upon Receipt	PPM Truck	10/16/2019
Quantity	Description			Part#	Amount
5,000	FLC Theater the Hotel Baltimore Postcards				438.25T
4,727	Mailing Services				326.50
	Shipping & Handling				12.95
<div><h1>Past Due</h1><p>Balances not paid within 45 days from the invoice date will accrue a late charge of 1.5% per month.</p></div>					
Start No.		End No.			

**Thank You For Your Business!**

**We also accept**



Credit card payments may be subject to a 4% surcharge.

**Please Remit Payment To:**  
**Premier Print & Mail**  
**2615 Del Monte Street**  
**West Sacramento CA 95691**

**888-928-7828 - Toll Free**

**Please visit us at [www.premierprint-mail.com](http://www.premierprint-mail.com)**

<b>Sales Tax (8.75%)</b>	\$38.35
<b>Total</b>	\$816.05
<b>Pmt / Credit</b>	\$0.00

<b>Balance Due</b>
<b>\$816.05</b>

Balances not paid within 45 days from the invoice date will accrue a late charge of 1.5% per month.