

# Los Rios Community College District

PURCHASE ORDER NO 0001121635

Purchasing: (916)568-3071  
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000049693  
STAPLES TECHNOLOGY SOLUTIONS  
PO BOX 95230  
CHICAGO IL 60694-5230

**Phone:** (916) 402-4365

**email:** kevin.totushek@staples.com

<b>Date</b> 05/11/2022	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Method
<b>Reference:</b> 1036678 LEWISR HANEYB	<b>Location / Dept</b> 04ITSVCFLC	

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

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
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 REC-2561	LAPTOP - HP ELITEBOOK 840 14" I7 32 GB RAM, 512 GB SSD (4V1K9US)	65.00 EA	1,450.00	94,250.00	05/22/2022
2- 1 WARR	WARRANTY - UPGRADE TO 3 YEAR ON SITE WARRANTY (WARRANTY)	65.00 EA	75.00	4,875.00	05/22/2022
3- 1	DOCKING STATION - NETPATIBLES DOCKING STATION (UBC-12P)	20.00 EA	238.00	4,760.00	05/22/2022
4- 1 FEE	RECYCLING FEE	1.00 LOT	260.00	260.00	05/07/2022

QUOTE# 012320-SCC DATED 05-05-22

EMAIL PO TO kevin.totushek@staples.com.

<b>Sub Total Amount</b>	104,145.00
<b>Sales Tax Amount</b>	8,051.09
<b>Total PO Amount</b>	112,196.09

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4300	12	FL.VA.ITSV	67800	00000	384B	112,196.09	2022

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**

*Jamie Ruggles*

Notice to vendor: You are responsible for delivering good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good 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 0001121635

Purchasing: (916)568-3071  
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000049693  
STAPLES TECHNOLOGY SOLUTIONS  
PO BOX 95230  
CHICAGO IL 60694-5230

**Phone:** (916) 402-4365

**email:** kevin.totushek@staples.com

<b>Date</b> 05/11/2022	<b>Revision</b>	<b>Page</b> 2
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Method
<b>Reference:</b> 1036678 LEWISR HANEYB	<b>Location / Dept</b> 04ITSVCFLC	

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

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
1919 Spanos Court  
Sacramento CA 95825-3981  
United States

**Tax Exempt?** N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
----------	------------------	--------------	----------	--------------	----------

0001036678CHAVEZA06-MAY-2022

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 email address: LRCCDpurchase@losrios.com.

<https://psreports.losrios.edu/PurchaseOrderInformation.asp>

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

## Authorized Signature

AUTHORIZED SIGNATURE ON PO TOTAL PAGE

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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 person 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 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 \$1M, \$2M, or \$3M AGGREGATE as prescribed by DISTRICT requirements 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. LRCCD insurance requirements can be viewed on the following website [www.losrios.edu/purchasing](http://www.losrios.edu/purchasing).
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 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, CONTRACTOR's 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. CONTRACTOR further represents and warrants that any software/ hardware/ communications system/ equipment provided under this Agreement (collectively "technology") adheres to the standards and/or specifications as may be set forth in the Section 508 of the Rehabilitation Act of 1973 standards guide and is fully compliant with WCAG 2.0 AA standards for accessibility and compliant with any applicable FCC regulations. If portions of the technology or user experience are alleged to be non-compliant or non-accessible, LRCCD will provide CONTRACTOR with notice of such allegation and CONTRACTOR shall use its best efforts to make the technology compliant and accessible. CONTRACTOR shall indemnify, defend, and hold harmless LRCCD from and against any and all claims, allegations, liabilities, damages, penalties, fees, costs (including but not limited to reasonable attorneys' fees), arising out of or related to allegations the technology is not accessible.
23. **CERTIFICATION:** CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.

# Requisition

**Supplier:** STAPLES TECHNOLOGY SOLUTIONS 0000049693  
PO BOX 95230  
CHICAGO IL 60694-5230  
United States

**Phone:** (916) 402-4365  
**email:** kevin.totushek@staples.com

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

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001036678	Date: 05/05/2022
Page 1	
Requisition Name: STAPLES-LT for Mobile WFP	
Requester: Ronald Lewis	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: LEWISJ 05-MAY-2022	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	LAPTOP - HP ELITEBOOK 840 14" I7 32 GB RAM, 512 GB SSD (4V1K9US)	65	EA	1,450.00	94,250.00	
2-1	WARRANTY - UPGRADE TO 3 YEAR ON SITE WARRANTY (WARRANTY)	65	EA	75.00	4,875.00	
3-1	DOCKING STATION - NETPATIBLES DOCKING STATION (UBC-12P)	20	EA	238.00	4,760.00	
4-1	RECYCLING FEE	1	LOT	260.00	260.00	

104,145.00 Sub-total  
7,673.28 Est. tax

Total Requisition Amount: 111,818.28

Please reference attached quote.  
Please email PO to kevin.totushek@staples.com.

comparative quotes for laptop

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	FL.VA.ITSV	67800	00000	384B	104,145.00

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

Program Name: HEERF 2  
Project Grant: 384B  
Program Director: Jeff Lewis  
Program Goal: Remote instructions/Operations Mobile Workforce Project

Approval Signature	Approval Signature	Approval Signature
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# Quote

Date: 5/5/2022

Los Rios Community College District

Vendor #: Staples Technology

Expiration Date: 30 days

Remit Payments To:

Staples Technology Solutions

P.O. Box 95230

Chicago, IL 60694-5230


Staples Rep	Cell #	email	Sorcewell Contract #
Kevin Totushek	916 402-4365	Kevin.totushek@staples.com	012320-SCC

Qty	Part #	Description	Unit Price	Line Total
65	4V1K9US	HP Elitebook 840 14" I7 32 gb ram, 512 gb ssd	\$ 1,450.00	\$ 94,250.00
65	warranty	upgrade to 3 year on site warranty	\$ 75.00	\$ 4,875.00
20	UBC-12P	Netpatibles Docking Station	\$238	\$ 4,760.00
		shipt to location FLC 10 College Parkway Folsom CA 95630		
Subtotal				\$ 103,885.00
Sales Tax 7.75 %				\$ 8,051.09
CA Ewaste Fee				\$ 260.00
Total				\$ 112,196.09




"This quote is valid until Expiration Date shown and price & availability are subject to change without notice.

Thank you for the opportunity to provide a quotation

**From:** [Lewis, Jeff](#)  
**To:** [Taylor, Jennifer](#)  
**Subject:** Comparative quotes to Staples  
**Date:** Friday, May 6, 2022 10:59:12 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image004.png](#)





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### HP EliteBook 840 G8 14" Notebook - Intel Core I7 11th Gen I7-1185G7 Quad-Core (4 Core) - 32 GB RAM - 512 GB SSD - In-Plane Switching (IPS) Technology 4V1K9US#ABA

☆☆☆☆☆ | [Write Review](#) | [Questions](#)

## \$3,234.99


**FAST & FREE SHIPPING**  
Part Number: 4V1K9US#ABA  
Condition: New  
[Real time availability](#) ▼ **Stock: Out of stock**  
[Notify Me](#)


    





**Your Price:**  
**\$3,234.99**

Quantity:

[ADD TO CART](#) 


 3 Year Protection Plan  
~~\$399.99~~ [details](#)




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#### HP EliteBook 840 G8 14" Notebook

Intel Core I7 11th Gen I7-1185G7 Quad-core (4 Core) - 32 GB Total RAM - 512 GB SSD - In-plane Switching (IPS) Technology






MFG. PART: 4V1K9US#ABA

[Backordered](#)

**Product Features** ▼

- Product Type: Notebook
- Number of Cells: 3-cell
- Standard Memory: 32 GB
- Drive Type: SSD

**Share This Product** ▼

Copy Link Email LinkedIn Facebook Twitter

Availability: **Backordered**

**\$3,180 USD**

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**Backorder Policy** - What to expect when ordering an out of stock item.

- When you order an out-of-stock item we will pre-authorize your credit card. You will not be charged until the item is ready to ship.
- Pricing on backordered items is subject to change prior to shipping. Items on rebate/promotion must ship during the promotion period or price will not be maintained. If a price increases, we will contact you and you will have the option to continue at the higher price or cancel your order.



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[MY ACCOUNT](#) ▾

0 Item(s): \$0.00 ▾

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## HP EliteBook 840 G8 14" Notebook - Intel Core i7 (11th Gen) i7-1185G7 Quad-core (4 Core) - 32 GB RAM - 512 GB SSD

MFG Part #: 4V1K9US#ABA | COLAMCO Part #: 1-2076858 ★★★★★ (write a review)

**HP EliteBook 840 G8 14" Notebook - Intel Core i7 (11th Gen) i7-1185G7 Quad-core (4 Core) - 32 GB RAM - 512 GB SSD**  
In-plane Switching (IPS) Technology

**Special Order** ?  
**FREE SHIPPING** ?

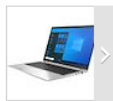
**\$3,174.59**

QTY



**AUTHORIZED  
DEALER**

COLAMCO is an authorized HP Inc dealer.



**ADD TO CART**

+Add to Wishlist

**PRODUCT MANUAL**

**PRODUCT SHEET**

### PROTECT YOUR INVESTMENT

- ☐ 2 Year Product Repair Plan (more info) **\$237.99**
- ☐ 3 Year Product Repair Plan (more info) **\$299.99**

**OVERVIEW**

**TECHNICAL SPECS**

**ACCESSORIES**

**RATINGS & REVIEWS**

**QUESTIONS & ANSWERS**

**Jeff Lewis** | College IT Systems & Media Services Supervisor

Folsom Lake College | 10 College Parkway | Folsom, CA 95630 | 916.608.6633 | [lewisj@flc.losrios.edu](mailto:lewisj@flc.losrios.edu) | [itservices.flc.losrios.edu](http://itservices.flc.losrios.edu) |

Need Help? Call the **IT Helpline** at 916-608-**6561** or the **Media Services Helpline** at 916-608-**6516** or complete a request ([IT/MS](#)).



Remit To:  
Staples Technology Solutions  
P.O. Box 95230  
Chicago, IL 60694  
Call:800-572-4960 Fax:888-213-1360

Invoice Number MMB262  
Invoice Date 04-26-2022

Customer: N9207847  
LOS RIOS COMMUNITY COLLEGE DIST  
ATTN: Laura Machado  
1919 SPANOS CT  
SACRAMENTO, CA 958253981

P/O#: 125467  
ATTN: ATTENTION RECEIVING DEPARTMENT  
Salesperson: K.Totushek  
CO-DV-DP: 01-06-12  
Printed: 04-26-2022 @ 09:15PM  
Order#/Date: 699FLY / 04-12-2022  
Terms: NET 30  
Ship Via: FEDEX GROUND PPD  
Ship Date: 04-26-2022  
Whse/Order Type: Missouri Warehouse / Stock

Ship-To:  
ATTENTION RECEIVING DEPARTMENT  
Folsom Lake College  
10 College Parkway  
FOLSOM, CA 95630

Line	Code	Description	Qty.	UOM	Price	Extended
1	4V1K9US	HP ELITEBOOK 840 G8 14" 512GB P/O Line# 1 State Electronic Waste Recycling Fee \$4.00/unit Total Electronic Waste Recycling Fee \$260.00 Serial #s : 5CG131B57G 5CG131B1C1 5CG131BCQC 5CG131BGC1 5CG131BC82 5CG131B4YG 5CG131BFM5 5CG131BBQY 5CG131BGKX 5CG131B9TC 5CG131BHXN 5CG131BC1D 5CG131B7QH 5CG131B82Y 5CG131B8FP 5CG131B1C7 5CG131B8H4 5CG131BHX2 5CG131BGT3 5CG131BD8W 5CG131BD8X 5CG131BHD8 5CG131B47K 5CG131BD8Z 5CG131B4H1 5CG131BF5X 5CG131B4P2 5CG131BGCC 5CG131BCPV 5CG131BH3Z 5CG131BH4W 5CG131BGB5 5CG131BF59 5CG131B4GN 5CG131BC8K 5CG131B4XC 5CG131B4GR 5CG131B4NQ 5CG131BC8D 5CG131B474 5CG131BH3N 5CG131BHX3 5CG131BF51 5CG131B4P4 5CG131B9ZX 5CG131BHXF 5CG131BBR1 5CG131BC1J 5CG131B1BJ 5CG131BC8Q 5CG131B4NX 5CG131BGK1 5CG131BHF3 5CG131B0X0 5CG131B6RT 5CG131BGV3 5CG131B1BS 5CG131BGBW 5CG131B6RW 5CG131BG2T 5CG131BGK5 5CG131BC85 5CG131BC15 5CG131BB6Z 5CG131BGKV Tracking/PRO Numbers 574355488250 574355488260 574355488271 574355488282 574355488293 574355488308 574355488319 574355488320 Thank You! STS: 04-2896127 PO# 000 1121 635 RcvR# 000 110 25 61 L#1 AS PER PS HAS BEEN REC. 6/9/22 6/6/22 Baba	65	EA	1,450.000	94,250.00

#### TERMS AND CONDITIONS OF SALE

- 1) Tax and freight charges may be added, all product shipped FOB shipping point, unless otherwise specified.
- 2) In the event that payment is not made within the terms of this invoice, a service charge of 1.5% per month shall be assessed on the unpaid balance overdue. Buyer understands and agrees that the service charge is reasonable in light of the anticipated or actual harm, the difficulties of proof of loss, and the inconvenience of otherwise obtaining adequate remedy arising from a default in payment.
- 3) Damage in transit must be reported to carrier and inspection requested within 3 days of delivery to your premises.
  - a) Examine cartons carefully before accepting delivery receipt and note damage or shortage on freight bill of delivery receipt.
  - b) Unpack merchandise promptly to detect concealed damage, save cartons for inspection.
  - c) Notify your Staples Technology Solutions Customer Service team immediately.
- 4) Returns subject to terms of Staples Technology Solutions Return Policy found here [Return Policy](#)
- 5) All products returned for reasons other than manufacturer defects are subject to a 15% restocking charge

Subtotal \$	94,250.00
Sales Tax \$	7,304.38
Fees \$	260.00
Freight \$	0.00
Misc \$	0.00
Total \$	101,814.38