



STATE OF CALIFORNIA  
PROCUREMENT DIVISION  
**CONTRACT RELEASE ORDER**

AGAINST CONTRACT NUMBER: 1S-08-75-41

RELEASE NO.	REV.	DATE
3427887		6/30/2008
SHIP TO		BILL TO
STATE PUBLISHING 341 NORTH 7TH STREET SACRAMENTO CA 95811		GOVERNOR'S OFFICE STATE CAPITOL BUILDING SACRAMENTO CA 95814

STD. 65-PINCON (4/94)

SUPPLIER PHONE NO. 415-626-7722		BILLING CODE 31000		AGENCY ORDER NO. 074211	
MANSOUR VAHDAT MIDTOWN STATIONERS 1095 MARKET ST STE 404 SAN FRANCISCO, CA 94103		AGENCY CONTACT & PHONE NO. DAVID MEYER 916-445-0446			
DELIVERY DATE		SHIP VIA		INVOICE TERMS	
		FOB POINT Destination		Net	
		SUPPLIER NO. 441526		FEIN 942806764	

**NOTICE TO MERCHANT:**

- Show the Agency Order Number and Contract Release Order Number on your invoice.
- Show cash discounts on your invoice.
- Submit invoice in triplicate. If not on printed bill head, supplier please sign invoice.
- Submit original receipted expense bill if invoice includes prepaid transportation charges.
- All shipments shall be F.O.B. destination, unless otherwise noted on this order.

**COMPLETE ONLY WHEN USED AS SUPPLIER'S INVOICE:**  
I hereby certify that this is a true and just bill and payment has not been received.

SUPPLIER'S SIGNATURE	SUPPLIER'S INVOICE NO.
TITLE (OWNER, MGR., CLERK, ETC.)	

ITEM NO.	QUANTITY	UNIT	COMMODITY CODE	DESCRIPTION	UNIT PRICE	EXTENSION
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THE GENERAL PROVISIONS FOR NON-IT COMMODITIES ARE HEREBY INCORPORATED BY REFERENCE. THESE GENERAL PROVISIONS CAN BE OBTAINED BY PHONING (916) 375-4400 OR BY ACCESSING OUR WEBSITE AT:

[www.documents.dgs.ca.gov/pd/modellang/GPnonIT0407.pdf](http://www.documents.dgs.ca.gov/pd/modellang/GPnonIT0407.pdf)

THE FOLLOWING INFORMATION IS PROVIDED FOR AGENCY USE ONLY:

PRIME CONTRACTOR: SB  
OSDS NUMBER: 8485

APPLICATION OF DVBE INCENTIVE RESULTED IN AWARD: YES

1	400	CS	7530-290-0680-7	PAPER, RECYCLED BOND, 30% PCW, SHEETS, WHITE, 20LB BASIS WEIGHT, 8.5X11, 840 CASES (21 PALLETS) FOR USE WITH COPIERS, DUPLICATORS, OFFSET PRESSES, PRINTERS AND FAX MACHINES FOR USE WITH COPIERS, DUPLICATORS, OFFSET PRESSES, PRINTERS AND FAX MACHINES	25.8600	10,344.00
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Brand: Harbor 30 Mill: Grays Harbor  
Post Consumer Waste: 30% Brightness: 92  
Certification: Green-e Case Weight: 50lbs.

CERTIFICATION AND APPROVAL OF EXECUTIVE OFFICER I HEREBY CERTIFY, On my own personal knowledge that this order for the purchase of the items specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California; that all such legal requirements have been fully complied with.		ACCOUNT CODES	
TITLE Contract Administrator		FISCAL YEAR 2008	
SIGNATURE <i>[Signature]</i>		CERTIFIED CORRECT (Signature) <i>[Signature]</i> DATE	

STATE OF CALIFORNIA  
PROCUREMENT DIVISION  
CONTRACT RELEASE ORDER  
CONTINUATION

STD. 65A-PINCON (4/94)

BILLING CODE	RELEASE NO.	REV.	DATE
31000	3427887		6/30/2008

ITEM NO.	QUANTITY	UNIT	COMMODITY CODE	DESCRIPTION	UNIT PRICE	EXTENSION
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Total Value: 10,344.00

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**DELIVERY TO BE COORDINATED IN WRITING WITH:**

DAVID MEYER  
DIRECTOR OF BUSINESS SERVICES AND TELECOM  
OFFICE OF GOVERNOR ARNOLD SCHWARZENEGGER  
PHONE: (916) 445-0446

This Purchase order has been registered into the state contact and procurement registration system (<https://www.scprs.dgs.ca.gov/>). The registration number is 05000708325369

This order is being awarded on JULY 29, 2008 pursuant to Government Code Section 13332.17. Any encumbrances made pursuant to this purchase order shall be construed to have been made on the last day of the preceding fiscal year.

## INSTRUCTIONS TO SUPPLIER

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by laws of the State of California.
2. **DELAY IN SHIPMENT:** If you cannot fill this order without delay, notify the originating State agency immediately.
3. **REQUIRED PAYMENT DATE:** If the supplier is a nonprofit organization and the contract value is less than \$500,000, or if the supplier is a small business, payment is due 30 days from the date the goods or services are received and accepted by the State or 30 days from the date a correct invoice is received in the office specified by the State, whichever is later. Payment is due to any other supplier 60 days from the date the goods or services are received and accepted by the State or 60 days from the date a correct invoice is received in the office specified by the State, whichever is later. When provision is made for a testing period preceding acceptance by the State, date of acceptance shall be the date the supplies or equipment are accepted by the State during the specified testing period.
4. **PROMPT PAYMENT:** The State of California desires to pay all bills promptly. However, unless these instructions are fully complied with, claims cannot be audited for payment.

**NOTE TO SMALL BUSINESS:** State law (CGC 926.15) provides that State agencies shall pay, to small businesses, a penalty of 1/4% per day for claims which are not paid within 31 days of the required payment date. For more information contact the Office of Small and Minority Business at (916) 322-5060.

5. **COMPLETION OF ORDERS:** The State reserves the right to withhold payment until order is completed.
6. **DISCOUNTS:** Please show on your invoice, cash discounts offered. In connection with any discount offered, time will be computed from date of completed delivery of the supplies or equipment as specified, or from date correct invoices are received in the office specified by the State 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 of mailing the State warrant or check.
7. **SELLER'S INVOICES:** This is a self-invoicing form. If proper self-invoicing box is completed and signed, send a copy to the originating department and a copy with shipment. OTHERWISE, invoices shall be prepared and submitted in triplicate unless otherwise specified. Invoices shall contain: Release Order number and date, agency order number, description of items, size, quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers, not on printed bill heads, shall be signed by the supplier or person furnishing the supplies or service. Every invoice shall be properly itemized.
8. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the Procurement Division. No other State agency, officer or employee may authorize changes, unless approved by the Procurement Division or the ordering State agency.

9. **BILL OF LADING:** If B/L is applicable to this order, send original to "Ship To" address and duplicate with invoices to "Charge To" address.
10. **FOB POINT AND FREIGHT CHARGES:** No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose will be paid by the State unless expressly included on the face of this order.

Unless otherwise shown on this Release Order, on "FOB Shipping Point" transactions, supplier shall arrange for lowest cost transportation prepay and add freight to invoice, and furnish supporting freight bills over \$25.

Shipments that are California intra-state in nature and where freight is to be borne by the State shall be tendered to carriers with written instructions that rates and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission. On "FOB Shipping Point" transactions, should any shipment under this Release Order be received by the State in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined by the carrier or carriers 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, supplier on request of the State shall at supplier's own expense assist the State in establishing carrier liability by supplying evidence that equipment and/or material was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions.

11. **PATENT INDEMNITY:** The supplier shall hold the State of California, its officers, agents and employees, harmless from liability of any nature or kind, including costs 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 release order. Suppliers may be required to furnish a bond or other indemnification to the State against claims or liability for patent infringement.
12. **SUPPLIER'S NOTE:** All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show agency order number and Release Order number. If factory shipment, advise factory to comply.
13. **MATERIAL SAFETY DATA SHEET:** If you indicated on your bid that some or all of the products you are supplying are on Cal OSHA's "Hazardous Substances List", you must forward a completed Material Safety Data Sheet (MSDS) for each such product to: Procurement Division, ATTN: Specifications Section, P.O. Box 942804, Sacramento, CA 94204-0001. When forwarding these MSDS, you MUST REFERENCE the Release Order number and date.