Ray Morgan Company
DOCUMENT TECHNOLOGY SOLUTIONS

Ray Morgan Company
3131 Esplanade
Chico, CA 95973

Sales Order Agreement

Date	4/16/2021
Main Contact	Bradley Frazier
P.O. #	
Sales Rep	Clarissa Picone
Sales Type	Cash

San Leandro Unified School District
835 E. 14th Street
San Leandro CA

Ship To

Company Name:	San Leandro School District
Department:	Adult Education
Address:	1448 Williams Street
City:	San Leandro
State:	CA 94577
Phone #:	510-618-4424

Bill To

Company Name:	San Leandro School District
Department:	Acounts Payable
Address:	835 E. 14th Street
City:	San Leandro
State:	CA
Phone #:	510-667-3500

Purchase Order:		**Approx Delivery Date:**			
Account Type:	current customer	**Lease Months:**		**Monthly Payment:**	$0.00

Quantity	Product #	Description	Unit Price	Total Price
1		Canon IR 7765 System	$6,918.00	$6,918.00
		External Finisher w/hole punch		
1		Canon IR6780 System	$8,393.00	$8,393.00
		External Finisher w/hole punch		
		Includes Delivery, Installation, and Training	incl	$0.00
		Power Protectors		
		Trade-in on Konica 601		-$1,000.00
		Pick-up time of delivery		

Comments/Special Instructions

Delivery Time	Stairs/Count	Elevator	Connected	Delivery Type
8 am - 5 pm	0 No	No	yes	Normal

Delivery Instructions

	Subtotal	$14,311.00
	tax	$1,395.32
	TOTAL AMOUNT	
Less Payment	**(Check #:)**	
	AMOUNT DUE	**$15,706.32**

Special Payment Terms & Due Dates

PLUS APPLICABLE TAXES

Warranty/Maintenance Agreement ☐ **Yes** ☑ **No** ***Please select**

The terms and conditions appearing on the face and reverse side of this agreement correctly set forth the entire agreement between the parties. The terms and conditions contained on the reverse side of this agreement include limitations of warranty, exclusion of consequential and other special damages and other limitations of liability. Customer acknowledges by its signature that it has read and understands it and that it constitutes the entire agreement, understandings, and representations, express or implied, between customer and Dealer, with respect to hardware, supply, media, or documentation furnished or to be furnished hereunder and that this agreement supersedes all prior communications between the parties including all oral or written proposals. **By executing this agreement, I acknowledge that I have read and understand this agreement and certify that I am authorized to execute this agreement on behalf of customer. Payment terms for this order are NET10.** _____**Initial here**

Customer Acceptance			*Dealer Representative*		
Authorized Signature/Date	**Print Name**	**Title**	**Signature**		**Date**
X					

Ray Morgan Company Terms and Conditions

RMC EQUIPMENT ORDER - TERMS AND CONDITIONS

1. The terms on this Equipment Order Form constitute the entire agreement between the purchaser and the seller. No other representation, statements, or warranties not contained herein shall be relied upon by the buyer (or seller) unless made by mutually agreed upon written amendment to this agreement. This is a binding order, not subject to cancellation.

2. Payment terms are upon receipt of invoice unless otherwise specified. Late charges of 1.5% per month on the outstanding balance will be added if payments are not received within 15 days of the invoice date. The minimum late charge is $9.50. Late charges will not exceed the maximum permitted by law. Buyer agrees to pay seller a returned check charge of $25.00 per occurrence if any of buyer's checks are returned to seller unpaid. Upon default of any payment or any other aspect of this agreement, seller may, at its option, declare the entire outstanding balance immediately due and payable. Buyer agrees to pay all of Ray Morgan Company's (RMC) costs in the collection of any amount due hereunder in the recovery of any property, pursuant hereto or in the enforcement of its right against Buyer, including reasonable attorney's fees, whether or not suit be brought. Customer agrees that in the event of any default of this agreement, RMC may remove products affected by the default from customer's premises with or without process of law.

3. Other than the obligations set forth herein, RMC disclaims all warranties, express or implied, including any implied warranties of merchantability, fitness for use, or fitness for a particular purpose. RMC shall not be responsible for direct, incidental, or consequential damages, including but not limited to damages arising out of the use or performance of the equipment or the loss of use of the equipment.

4. RMC shall be temporarily relieved of its obligation in the event that labor disturbance, acts of God, unavailability of product, or other circumstances beyond RMC's control prevent RMC from fulfilling the terms of this agreement.

5. No goods may be returned without RMC's approval or prior written consent. A) Only consumable goods invoiced within 60 days will be considered for return. B) On authorized returns, buyer agrees to pay a restocking charge equivalent to 30% of the purchase price. C) Merchandise returned without authorization may not be accepted at the receiving dock, and is the sole responsibility of the buyer. D) all non-saleable merchandise (that has been partially used or opened) will be deducted from any credit amount due the buyer.

6. All claims regarding shipments and receipt of goods must be made within 7 days of delivery.

7. Applicable taxes shall be added to the purchase price unless the customer has supplied a tax exemption or resale certificate (prior to shipment) acceptable to the proper taxing authorities.

INSTALLATION AND ELECTRICAL REQUIREMENTS

Buyer acknowledges that they have been informed of the manufacturers recommended space and electrical requirements for the equipment listed above. Failure to comply with the manufacturer specifications may void any warranties. Customer has been informed that a surge protector is recommended to protect their electronic investment from power disturbances. Said surge protector should have network protection for systems installed in a networked configuration. Customer will be responsible for damage sustained due to inadequate protection from power disturbances.

4/18/2016