RICHMOND VIRGINIA

Type	**STANDARD**
Order	**24000012057**
Order Date:	02-JUN-2024 19:13:59
Revision No.:	**0**
Revision Date:	
Buyer:	Raymond Dark

Supplier:	Ship to:	Bill to:
Play 4 Production LLC 10509 Spring Lake Dr Clermont,FL34711 CameusChicoye 6148768	See Below	City of Richmond Department of Finance Accounts Payable PO Box 27545 Richmond, VA 23261

Payment Terms	Freight Terms	FOB
Net 30	Prepaid	DEST
Requester/Deliver to: Dark, Raymond Edward Jr.		
Note:		

Line	Supplier Item Number	Description	Qty	UOM	Unit Price	Total
1		Human Services Summit Video Production **Ship To:** 900 East Broad Street 14th Floor Richmond, VA 23219 **Note**:	10000	Dollar	1.00	10,000.00
					Total	$ 10,000.00

The above PURCHASE ORDER NUMBER must appear on all Invoices, Delivery Memoranda, Bills of Lading, Packages, and/or Correspondence related to this order. C.O.D.'s and Collect shipments will not be accepted.

NOTICE: The City of Richmond will NOT be held responsible for Finance Charges incurred when the Invoice is NOT sent to the above address or emailed to accountspayable@richmondgov.com. See below for additional terms and conditions.

If you have questions or need assistance regarding payments, changes in items, terms, pricing, shipments, receiving of goods, or invoices, please contact the person in the City Department or Agency who placed the order. Procurement Services is unable to assist you regarding any of these matters.

Contract Terms and Conditions

Table of Contents

Terms and Conditions

1 Purchase Orders Terms and Conditions

1.1 Purchase Order Terms

This order is made pursuant to authority given to the City under Chapter 21 of the Code of the City of Richmond, as amended. If this order is made pursuant to an existing City contract, the terms and conditions of that contract govern this order. If this order is not made pursuant to an existing City contract, the following terms and conditions govern this order:

1.2 Compliance with Laws

The Contractor shall comply with all laws, regulations, and rules applicable to the performance of the contract represented by this order.

1.3 Discount.

If a discount for prompt payment is allowed, the discount period begins on the date of the City's receipt of the goods or services ordered or the date of the City's receipt of a proper invoice, whichever is later.

1.4 Employment Discrimination.

If the amount of this order is greater than $10,000, the provisions of section 21-70 of the Code of the City of Richmond are incorporated by reference into this order.

1.5 Forum Choice.

Any legal proceeding arising from this order must be brought and maintained only in the Circuit Court of the City of Richmond, Virginia.

1.6 Governing Law.

This order, its performance, and any dispute arising thereunder are governed by the laws of the Commonwealth of Virginia without regard to its conflict of laws principles

1.7 Modification.

No substitution, change, or deviation from the specifications contained in or incorporated into this order will be made unless the City cancels this order and issues a replacement order.

1.8 Prompt Payment.

Payment by the City is due no later than 45 days after the City's receipt of the goods or services ordered or 45 days after the City's receipt of a proper invoice, whichever is later.

1.9 Shipping.

Unless otherwise stated in this order, all prices are net F.O.B. Destination with transportation charges prepaid.

1.10 Taxes.

The City is exempt from the State Sales and Use Tax on tangible personal property purchased or leased for its use or consumption and will provide a certificate of exemption upon request.

Signatures	
Buyer	**Supplier**
(Authorized Representative Signature)	(Authorized Representative Signature)
Name	Name
(Title)	(Title)
(Date)	(Date)