

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1512676  
Vendor Name: Sue Franzen  
Invoice Number: BE35001004A  
Invoice Date: 05/12/20  
PO Number: P0369536  
Check Number: 0268310  
Check Amount: \$ 3,335.59  
Check Date: 06/10/2020  
Department ID: 00181  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0622577  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: sue.franzen@proforma.com  
Sent: Tue May 12 14:05:12 CDT 2020  
To: invoicing@cod.edu  
CC: penevs@cod.edu  
Subject: Invoice for your PO #369536  
-----

Attached please find the invoice for items ordered for Stephanie.  
These items were shipped and delivered to her residence.

The invoice looks a little different as we upgraded our system.  
Please let me know if you have questions.  
Thank you.

**Proforma Premiums**

**Sue Franzen • Owner**

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com



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# Original Bill

Proforma Premiums  
Telephone: 630-844-3147  
Email: [sue.franzen@proforma.com](mailto:sue.franzen@proforma.com)

Bill Number BE35001004A  
Bill Date 5/12/2020  
Due Date 6/10/2020  
Terms Net 30  
Sales Order SE35001004  
Sales Person Sue Franzen

## Sold To

Stephanie Penev  
College of Dupage  
425 Fawell Blvd.  
Glen Ellyn, Illinois 60137  
Phone: 630-942-2067  
[penevs@cod.edu](mailto:penevs@cod.edu)

## Shipped To

Stephanie Abrassart  
1929 Stanford Drive  
NAPERVILLE, IL 60565

Customer PO: 369536

Customer Reference: PO#369536, Pens & Lanyards

Item #	Item Description	Billed	Ordered	Back Order	Unit Price	Per	Credit	Amount		
Cellphone Holder/Stylus	Cell phone Holder/Stylus Pens Green with white imprint - 500 Red with black imprint - 500	1,000	0	0	0.3900	Each	-	\$390.00		
set-up charge	set-up charge	1	1	0	25.0000	Each	-	\$25.00		
ink change	ink change charge	1	1	0	12.0000	Each	-	\$12.00		
Lanyards	Lanyards with lobster claw attachment Green with white imprint	300	300	0	1.2000	Each	-	\$360.00		
Lanyards	Lanyards with lobster claw attachment Red with black imprint	300	300	0	1.2000	Each	-	\$360.00		
Line-Item Total		Freight Amount		Tax Amount		Sub Total		Deposits	Credits/Discounts	Amount Due:
\$1,147.00		\$28.69		-		\$1,175.69		-	-	\$1,175.69 USD

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Proforma makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Proforma's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business!

# INVOICE REVIEWED

# OKAY TO PAY

Please detach this portion and return with your payment.

# YVONNE BEDFORD 05/14/20

Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001004A	5/12/2020	\$1,175.69 USD

## BILL TO:

College of Dupage  
Stephanie Abrassart  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

## PLEASE SEND PAYMENT TO:

Proforma  
P.O. Box 640814  
Cincinnati, OH 45264-0814

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1512676  
Vendor Name: Sue Franzen  
Invoice Number: BE35001008A  
Invoice Date: 05/18/20  
PO Number: P0369296  
Check Number: 0268310  
Check Amount: \$ 3,335.59  
Check Date: 06/10/2020  
Department ID: 62002  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0623012  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: sue.franzen@proforma.com  
Sent: Mon May 18 12:25:11 CDT 2020  
To: invoicing@cod.edu  
CC: penevs@cod.edu  
Subject: Invoice for your PO#369296  
-----

Attached please find the invoice for apparel ordered and delivered to Stephanie Abrassart.

Thank you.

**Proforma Premiums**

**Sue Franzen • Owner**

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com



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# Original Bill

## Proforma Premiums

Telephone: 630-844-3147

Email: [sue.franzen@proforma.com](mailto:sue.franzen@proforma.com)

Bill Number BE35001008A

Bill Date 5/18/2020

Due Date 6/16/2020

Terms Net 30

Sales Order SE35001008

Sales Person Sue Franzen

## Sold To

Stephanie Penev  
College of Dupage  
425 Fawell Blvd.  
Glen Ellyn, Illinois 60137  
Phone: 630-942-2067  
[penevs@cod.edu](mailto:penevs@cod.edu)

## Shipped To

Stephanie Abrassart  
1929 Stanford Drive  
NAPERVILLE, IL 60565

Customer PO: 369296

Customer Reference: Round Polos

Item #	Item Description	QTY Ordered	QTY Back Order	Unit Price	Per	Credit	Amount
Short Sleeve Polo	Performance Polo - Red 12 small 13 medium 9 large 4 xlarge	3	3	28.9500	Each	-	\$910.10
2xlarge	2xlarge	4	4	28.9500	Each	-	\$115.80
Long Sleeve Polo	Classic Red Long Sleeve Polo 4 small 6 medium 6 large 4 xlarge	20	20	23.0000	Each	-	\$460.00
2xlarge	2xlarge	4	4	27.0000	Each	-	\$108.00
Line-Item Total		Freight Amount		Tax Amount		Sub Total	
\$1,593.90		\$50.00		-		\$1,643.90	
				Deposits		Credits/Discounts	
				-		-	
						Amount Due:	
						\$1,643.90 USD	

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Proforma makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Proforma's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business  
**INVOICE REVIEWED**

**OKAY TO PAY**

**YVONNE BEDFORD 05/18/20**

Please detach this portion and return with your payment.

## Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001008A	5/18/2020	\$1,643.90 USD

## BILL TO:

College of Dupage  
Stephanie Penev  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

## PLEASE SEND PAYMENT TO:

Proforma  
P.O. Box 640814  
Cincinnati, OH 45264-0814



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1512676  
Vendor Name: Sue Franzen  
Invoice Number: BE35001009A  
Invoice Date: 05/26/20  
PO Number: P0369313  
Check Number: 0268310  
Check Amount: \$ 3,335.59  
Check Date: 06/10/2020  
Department ID: 62008  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0623277  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: sue.franzen@proforma.com  
Sent: Tue May 26 15:09:43 CDT 2020  
To: invoicing@cod.edu  
CC: penevs@cod.edu  
Subject: Invoice for your PO#369313  
-----

Attached please find the invoice for items order and delivered to Stephanie.

Please let me know if you have questions.  
Thank you.

**Proforma Premiums**

**Sue Franzen • Owner**

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com



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PROforma

# Original Bill

## Proforma Premiums

Telephone: 630-844-3147

Email: [sue.franzen@proforma.com](mailto:sue.franzen@proforma.com)

Bill Number BE35001009A

Bill Date 5/26/2020

Due Date 6/24/2020

Terms Net 30

Sales Order SE35001009

Sales Person Sue Franzen

## Sold To

Stephanie Penev  
College of Dupage  
425 Fawell Blvd.  
Glen Ellyn, Illinois 60137  
Phone: 630-942-2067  
[penevs@cod.edu](mailto:penevs@cod.edu)

## Shipped To

Stephanie Abrassart  
1929 Stanford Drive  
NAPERVILLE, IL 60565

Customer PO: 369313

Customer Reference: Grip Bottles, Backpacks - Youth Education

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Grip Bottle w/push pull c	Grip Bottle with Push/Pull Cap Red Bottle White cap Black imprint	100	100	0	1.7400	Each	-	\$174.00
Drawstring Backpacks	NW Reflective Backpack Lime green Black imprint	100	100	0	2.2500	Each	-	\$225.00

Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:
\$399.00	\$117.00	-	\$516.00	-	-	\$516.00 USD

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Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business!

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**YVONNE BEDFORD 05/28/20**

Please detach this portion and return with your payment.

## Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001009A	5/26/2020	\$516.00 USD

## BILL TO:

College of Dupage  
Stephanie Penev  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

## PLEASE SEND PAYMENT TO:

Proforma  
P.O. Box 640814  
Cincinnati, OH 45264-0814