

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1404475
Vendor Name: Quik Impressions Group, Inc.
Invoice Number: 834935
Invoice Date: 05/12/20
PO Number: P0369600
Check Number: 0268378
Check Amount: \$ 2,677.00
Check Date: 06/10/2020
Department ID: 11701
Reviewer Name:
Voucher Number: V0622982
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: mcgowan@cod.edu
Sent: Wed May 20 11:17:27 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Invoice Quik Impression #834935

Please process. Thank you.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002



INVOICE

Invoice #	Invoice Date
834935	05/12/2020
Sales Rep: Rick Smolke	
Customer#: 21957	
Page : 1 of 1	

Tax Exempt:E9997-3391-06

PO# 369600
OK TO CLOSE PO

BILL TO:

SHIP TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

Attn:

Ref/PO#

Customer's Terms	Customer's Phone	Customer's Fax	Customer Contact	Purchase Order #	Customer Service Rep.
Net 30 Day	(630) 942-2263		Roland Raffel	369600	Steve McCuiston

Quantity	Description	Sub-Total
4,000	NP 2020-21 Season -	1,487.00

Description: Mailers

Paper: 100# Gloss Text

Net Size: 9.25 x 7.15

Final Size: 4.5 x 9.25

Inks: 4 color process

Provided: Print Ready PDF Files

Proofs: PDF to Roland at COD raffel@cod.edu

Bindery: Trim, score and double gate fold, send to mail room

Mailroom: Wafer seal 2 locations on face of mailer. Process list. Ink jet, sort & tray.
Prep for USPS.

Terms: Deliver to USPS and Roland will pick up the balance of 1,500

Quantities: 3,950 (2,450 to mail) and (1,500) for customer

Print Cost: \$1212.00

Mail Service Cost: \$275.00

AP VERIFIED

05/26/20 BETHANY CRUSE

APPROVED

By Ellen McGowan at 11:09 am, May 20, 2020

PO# 369600
OK TO CLOSE PO

1212.00 05-60-11701-5402001
275.00 05-60-11701-5407001

1212.00 61 Printing Brochure
275.00 74 Mailing Services

Ship Via	Sub-Total	Tax Rate %	Tax	Freight	Deposit	Amount Due
Delivery	1,487.00	0.000		0.00	0.00	\$ 1,487.00

Thank You

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1404475
Vendor Name: Quik Impressions Group, Inc.
Invoice Number: 834982
Invoice Date: 05/26/20
PO Number: P0369669
Check Number: 0268378
Check Amount: \$ 2,677.00
Check Date: 06/10/2020
Department ID: 11101
Reviewer Name:
Voucher Number: V0625597
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: mcgowan@cod.edu
Sent: Wed Jun 03 11:38:50 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Invoice Quik Impressions

Please process.
Thank you.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002



QUIK IMPRESSIONS GROUP

For good, first and lasting impressions.

630-495-7845 FAX 630-495-2534
1385 Jeffrey Drive | Addison, IL 60101

INVOICE

Invoice #	Invoice Date
834982	05/26/2020
Sales Rep: Rick Smolke	
Customer#: 21957	
Page : 1 of 1	

Tax Exempt:E9997-3391-06

BILL TO:

PO# 369669

SHIP TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

Ok to close PO

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

AP VERIFIED
06/08/20 - BETHANY CRUSE

Attn:

Ref/PO#

Customer's Terms	Customer's Phone	Customer's Fax	Customer Contact	Purchase Order #	Customer Service Rep.
Net 30 Day	(630) 942-2263		Roland Raffel	EMAIL	Steve McCuiston

Quantity	Description	Sub-Total
4,000	Brochures -	1,190.00

Description: BTE 20-21 Season Brochure

Papers: 100# Gloss text

Flat Size: 16.5625 x 9.5

Final Size: 4.25 x 9.5

Inks: 4/4 process

Provided: Print Ready PDF Files

Proofs: HiRes PDF's to raffel@cod.edu

Bindery: Trim, score, R/A rollfold & convenient carton 1,500 without Indicia.

Mailroom: Wafer Seal, Inkjet, sort and tray for First Class mailing.

Terms: Deliver to Post Office. Customer to pick up 1,500 overs.

Quantities: 2,500 (2251 mail + 1,500 additional overs for pick up)

2551 total pieces delivered to USPS on 5/5/2020

Overs without indicia picked up by customer on 5/21/2020

APPROVED

By Ellen McGowan at 11:15 am, Jun 03, 2020

FOR MAC:

05-60-11101-5402001

1,015.00

61 Print Brochure BT21_NAPER

338.33

BT21_HUMAN 383.33

BT21_ONEMAN 383.34

05-60-11101-5407001

175.00

74 Mailing Services

BT21_NAPER 58.33

BT21_HUMAN 58.33

BT21_ONEMAN 58.34

Ship Via	Sub-Total	Tax Rate %	Tax	Freight	Deposit	Amount Due
US Post Office	1,190.00	0.000		0.00	0.00 \$	1,190.00

Thank You