

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087679

Vendor Name: Paddock Publications

Invoice Number: 47284

Invoice Date: 04/25/20

PO Number: B0365305

Check Number: E0080289

Check Amount: \$ 4,159.90

Check Date: 06/03/2020

Department ID: 00749

Reviewer Name:

Voucher Number: V0624287

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below





95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005  
 Phone: 847-427-4300 / Fax: 847-427-4789  
 Email: accts.receivable@dailyherald.com

# Invoice

**AP VERIFIED**  
**06/01/20 - BETHANY CRUSE**

000055

T1 B1 P \*\*\*\*\*SINGLE-PIECE

COLLEGE OF DUPAGE

425 FAWELL BLVD

GLEN ELLYN, IL 60137

Invoice # : 47284

Invoice Date : 04/25/2020

Terms : 15 days

Customer Account # : 117519

Due Date : 05/10/2020



Order Number	Order Name	Order Date	Order PO #	Sales Rep
54512	2020-B0050	04/18/2020	4543899- SUSAN CASTELLANOS	svc_pad_ws

Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1175566	4543899	BID NOTICENO	Issue Date: 4/20/2020; 2020B0050THE Edition: Daily Herald; Section: Bid Notices; COLL Lines: 0.00; Page: 0	\$ 52.90

Total Amount:

\$ 52.90

**APPROVED**

By Ellen M. Roberts at 7:28 pm, May 30, 2020

## PAYMENT and ADVERTISING TERMS & CONDITIONS:

PLEASE INCLUDE COUPON BELOW WITH YOUR PAYMENT.

Subject to late finance of 1.5 percent per month. Contracts accounts with past due balances are subject to cancellation.

Display Sales: (847) 427-4648      Classified Sales: (847) 427-4444      Credit Dept: (847) 427-4346

Sign up for electronic invoicing at <https://tearsheets.dailyherald.com/invoicing/>

Is your company celebrating an event? Find out how we can create a publication promoting your event at no cost to you.

\$ 52.90

Invoice Date :	Invoice No. :	Account No.	Amount Due :
04/25/2020	47284	117519	\$ 52.90

Bill to : COLLEGE OF DUPAGE -  
 COLLEGE OF DUPAGE -  
 425 FAWELL BLVD  
 GLEN ELLYN, IL 60137

## Make Payments Payable to :

PLEASE MAKE ALL CHECKS PAYABLE TO:  
 PADDOCK PUBLICATIONS, INC.  
 P.O. BOX 7761  
 CAROL STREAM, IL 60197-7761

0047284 00005290



-----  
From: cruseb199@cod.edu  
Sent: Mon Jun 01 10:38:21 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929  
-----

**From:** Towne, Jordan <townej@cod.edu>  
**Sent:** Monday, June 1, 2020 8:42 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Fw: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Bethany,

Please see the attached signed invoices. This is for BO 365305. There is one invoice that is not ours named default.pdf.

Thank you,

Jordan Towne  
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

- [Click Here for current bids/Rfps!](#)
- [COD: Check out our Team Site!](#)

---

**From:** Roberts, Ellen  
**Sent:** Saturday, May 30, 2020 7:48 PM  
**To:** Towne, Jordan  
**Subject:** FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Jordan,

Please see attached. All are approved with the exception of the Default.PDF, which does not appear to be Procurement Services' invoice. It looks like it may be Continuing Education.

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137



Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

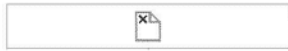
**From:** Towne, Jordan <townej@cod.edu>  
**Sent:** Friday, May 29, 2020 4:05 PM  
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Purchasing Expeditor



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T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

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Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Cruse, Bethany <cruseb199@cod.edu>  
**Sent:** Friday, May 29, 2020 3:49 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Attached Document



-----  
From: cruseb199@cod.edu  
Sent: Fri May 29 12:01:18 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Scanned from a Xerox Multifunction Device  
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Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.  
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087679

Vendor Name: Paddock Publications

Invoice Number: 45574

Invoice Date: 03/21/20

PO Number: B0365305

Check Number: E0080289

Check Amount: \$ 4,159.90

Check Date: 06/03/2020

Department ID: 00749

Reviewer Name:

Voucher Number: V0624288

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below





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95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005  
Phone: 847-427-4300 / Fax: 847-427-4789  
Email: acct.receiveable@dailyherald.com

# Invoice



Invoice # : 45574

Invoice Date : 03/21/2020

Terms : 15 days

Customer Account # : 117519

Due Date : 04/05/2020

**AP VERIFIED**  
**06/01/20 - BETHANY CRUSE**

000135

T1 B2 P \*\*\*\*\* SINGLE-PIECE

COLLEGE OF DUPAGE

425 FAWELL BLVD

GLEN ELLYN, IL 60137



Order Number	Order Name	Order Date	Order PO #	Sales Rep	
52064	2020-B0043	03/11/2020	4542378- SUSAN CASTELLANOS	svc_pad_ws	
Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1160769	4542378	BID NOTICENO	Issue Date: 3/16/2020; 2020B0043THE Edition: Daily Herald; Section: Bid Notices; COLL Lines: 0.00; Page: 0	\$ 66.70

Total Amount:

\$ 66.70

**APPROVED**

By Ellen M. Roberts at 7:33 pm, May 30, 2020

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Display Sales: (847) 427-4648

Classified Sales: (847) 427-4444

Credit Dept: (847) 427-4346

Did you know Co-op funds might pay for your ad? Ask your multi-media consultant for details!

Is your company celebrating an event? Find out how we can create a publication promoting your event at no cost to you.

\$ 66.70

Invoice Date :	Invoice No. :	Account No.	Amount Due :
03/21/2020	45574	117519	\$ 66.70

Bill to : COLLEGE OF DUPAGE -  
COLLEGE OF DUPAGE -  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137



Make Payments Payable to :

PLEASE MAKE ALL CHECKS PAYABLE TO:  
PADDOCK PUBLICATIONS, INC.  
P.O. BOX 7761  
CAROL STREAM, IL 60197-7761



0045574 00006670



-----  
From: cruseb199@cod.edu  
Sent: Mon Jun 01 10:37:47 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929  
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Thank you,

Jordan Towne  
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

- [Click Here for current bids/Rfps!](#)
- [COD: Check out our Team Site!](#)

---

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**Sent:** Saturday, May 30, 2020 7:48 PM  
**To:** Towne, Jordan  
**Subject:** FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

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*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.



425 Fawell Blvd.  
Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

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Please obtain approvals on the attached & provide PO#- 8 total.

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Cruse, Bethany <cruseb199@cod.edu>  
**Sent:** Friday, May 29, 2020 3:49 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Attached Document



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From: cruseb199@cod.edu  
Sent: Fri May 29 12:01:07 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Scanned from a Xerox Multifunction Device  
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[attachment: Scanned from a Xerox Multifunction Printer.pdf]



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087679

Vendor Name: Paddock Publications

Invoice Number: 46929

Invoice Date: 04/11/20

PO Number: B0365305

Check Number: E0080289

Check Amount: \$ 4,159.90

Check Date: 06/03/2020

Department ID: 00749

Reviewer Name:

Voucher Number: V0624289

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below





Daily Herald Digital Refuges NICHE

95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005  
Phone: 847-427-4300 / Fax: 847-427-4789  
Email: accts.receivable@dailyherald.com

# Invoice



Invoice # : 46929

Invoice Date : 04/11/2020

Terms : 15 days

Customer Account # : 117519

Due Date : 04/26/2020

000137

T2 B2 P \*\*\*\*\* SINGLE PIECE  
COLLEGE D UPD GIVE  
425 FAWELL BLVD  
GLEN ELLEN, IL 60137

**AP VERIFIED**  
**06/01/20 - BETHANY CRUSE**

Order Number	Order Name	Order Date	Order PO #	Sales Rep
53768	2020-R0015	04/06/2020	4543412-	svc_pad_ws
			SUSAN	
			CASTELLANOS	

Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1171338	4543412	RFP NOTICE	Issue Date: 4/7/2020; NO Edition: Daily Herald; Section: Bid Notices; 2020R0015THE Lines: 0.00; Page: 0 COL	\$ 57.50

Order Number	Order Name	Order Date	Order PO #	Sales Rep
53845	Bid Updates	04/07/2020	4543485-	svc_pad_ws
			SUSAN	
			CASTELLANOS	

Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1172076	4543485	BIDRFP NOTICE	Issue Date: 4/9/2020; UPDATEGIVEN Edition: Daily Herald; Section: Bid Notices; THE Lines: 0.00; Page: 0	\$ 46.00

Order Number	Order Name	Order Date	Order PO #	Sales Rep
53858	2020-B0047	04/07/2020	4543476-	svc_pad_ws
			SUSAN	
			CASTELLANOS	

Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1172124	4543476	BID NOTICENO	Issue Date: 4/8/2020; 2020B0047THE Edition: Daily Herald; Section: Bid Notices; COLL Lines: 0.00; Page: 0	\$ 50.60

Total Amount:

\$ 154.10

**APPROVED**

By Ellen M. Roberts at 7:34 pm, May 30, 2020



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Sign up for electronic invoicing at <https://tearsheets.dailyherald.com/invoicing/>

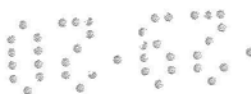
Is your company celebrating an event? Find out how we can create a publication promoting your event at no cost to you.

\$ 154.10

Please detach and return bottom portion with your remittance.

Invoice Date :	Invoice No. :	Account No.	Amount Due :
04/11/2020	46929	117519	\$ 154.10

**Bill to :** COLLEGE OF DUPAGE -  
COLLEGE OF DUPAGE -  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137



**Make Payments Payable to :**  
PLEASE MAKE ALL CHECKS PAYABLE TO:  
PADDOCK PUBLICATIONS, INC.  
P.O. BOX 7761  
CAROL STREAM, IL 60197-7761



0046929 00015410



-----  
From: cruseb199@cod.edu  
Sent: Mon Jun 01 10:38:57 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929  
-----

**From:** Towne, Jordan <townej@cod.edu>  
**Sent:** Monday, June 1, 2020 8:42 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Fw: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

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Jordan Towne  
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

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**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137



Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

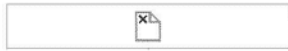
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AP Lead  
College Of DuPage

**From:** Cruse, Bethany <cruseb199@cod.edu>  
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**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Attached Document



-----  
From: cruseb199@cod.edu  
Sent: Fri May 29 12:02:15 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Scanned from a Xerox Multifunction Device  
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[attachment: Scanned from a Xerox Multifunction Printer.pdf]



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087679

Vendor Name: Paddock Publications

Invoice Number: 46734

Invoice Date: 04/04/20

PO Number: B0365305

Check Number: E0080289

Check Amount: \$ 4,159.90

Check Date: 06/03/2020

Department ID: 00749

Reviewer Name:

Voucher Number: V0624290

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below



95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005  
Phone: 847-427-4300 / Fax: 847-427-4789  
Email: [accts.receivable@dailyherald.com](mailto:accts.receivable@dailyherald.com)



**Due Date : 04/19/2020**

## AP VERIFIED

06/01/20-BETHANY CRUSE

T2 B2 P \*\*\*\*\* SINGLE-PIECE  
COLLEGE OF HUPAGE  
425 FAWCETT BLVD  
GLEN ELLYN, IL 60137



\$ 124.20

**APPROVED**

*By Ellen M. Roberts at 7:27 pm, May 30, 2020*



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Is your company celebrating an event? Find out how we can create a publication promoting your event at no cost to you.

\$ 124.20

Please detach and return bottom portion with your remittance.

Invoice Date :	Invoice No. :	Account No.	Amount Due :
04/04/2020	46734	117519	\$ 124.20

**Bill to :** COLLEGE OF DUPAGE -  
COLLEGE OF DUPAGE -  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**Make Payments Payable to :**  
PLEASE MAKE ALL CHECKS PAYABLE TO:  
PADDOCK PUBLICATIONS, INC.  
P.O. BOX 7761  
CAROL STREAM, IL 60197-7761

0046734 00012420



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Sent: Mon Jun 01 10:39:38 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929  
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T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

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425 Fawell Blvd.  
Glen Ellyn, IL 60137



Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

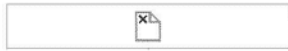
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Drawer: Accounts Payable - Invoices

Vendor Number: 1087679

Vendor Name: Paddock Publications

Invoice Number: 45109

Invoice Date: 03/14/20

PO Number: B0365305

Check Number: E0080289

Check Amount: \$ 4,159.90

Check Date: 06/03/2020

Department ID: 00749

Reviewer Name:

Voucher Number: V0624291

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below





Daily Herald Digital Refuges NICHE

95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005  
Phone: 847-427-4300 / Fax: 847-427-4789  
Email: accts.receivable@dailyherald.com

# Invoice

Invoice # : 45109

Invoice Date : 03/14/2020

Terms : 15 days

Customer Account # : 117519

Due Date : 03/29/2020

000206

T1 B2 P \*\*\*  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**AP VERIFIED**  
**06/01/20 - BETHANY CRUSE**

Order Number	Order Name	Order Date	Order PO #	Sales Rep	
52043	2020-B0042	03/11/2020	4542356-	svc_pad_ws	
			SUSAN		
			CASTELLANOS		
Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1160734	4542356	BID NOTICENO	Issue Date: 3/12/2020; 2020B0042THE Edition: Daily Herald; Section: Bid Notices; COLL Lines: 0.00; Page: 0	\$ 66.70

Total Amount:

\$ 66.70

**APPROVED**

By Ellen M. Roberts at 7:26 pm, May 30, 2020

## PAYMENT and ADVERTISING TERMS & CONDITIONS:

PLEASE INCLUDE COUPON BELOW WITH YOUR PAYMENT.

Subject to late finance of 1.5 percent per month. Contracts accounts with past due balances are subject to cancellation.

Display Sales: (847) 427-4648      Classified Sales: (847) 427-4444      Credit Dept: (847) 427-4346

Did you know Co-op funds might pay for your ad? Ask your multi-media consultant for details!

Is your company celebrating an event? Find out how we can create a publication promoting your event at no cost to you.

\$ 66.70

Invoice Date :	Invoice No. :	Account No.	Amount Due :
03/14/2020	45109	117519	\$ 66.70

Bill to : COLLEGE OF DUPAGE -  
COLLEGE OF DUPAGE -  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

Make Payments Payable to :  
PLEASE MAKE ALL CHECKS PAYABLE TO:  
PADDOCK PUBLICATIONS, INC.  
P.O. BOX 7761  
CAROL STREAM, IL 60197-7761

0045109 00006670



-----  
From: cruseb199@cod.edu  
Sent: Mon Jun 01 10:41:00 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929  
-----

**From:** Towne, Jordan <townej@cod.edu>  
**Sent:** Monday, June 1, 2020 8:42 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Fw: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Bethany,

Please see the attached signed invoices. This is for BO 365305. There is one invoice that is not ours named default.pdf.

Thank you,

Jordan Towne  
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

- [Click Here for current bids/Rfps!](#)
- [COD: Check out our Team Site!](#)

---

**From:** Roberts, Ellen  
**Sent:** Saturday, May 30, 2020 7:48 PM  
**To:** Towne, Jordan  
**Subject:** FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Jordan,

Please see attached. All are approved with the exception of the Default.PDF, which does not appear to be Procurement Services' invoice. It looks like it may be Continuing Education.

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137



Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

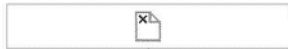
**From:** Towne, Jordan <townej@cod.edu>  
**Sent:** Friday, May 29, 2020 4:05 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** Fw: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Ellen,

Can you please approve and sign these 8 invoices?

Thank you,

Jordan Towne  
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

- *[Click Here for current bids/Rfps!](#)*
- *[COD: Check out our Team Site!](#)*

---

**From:** Cruse, Bethany  
**Sent:** Friday, May 29, 2020 3:55 PM  
**To:** Towne, Jordan  
**Subject:** PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Jordan,  
Please obtain approvals on the attached & provide PO#- 8 total.

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Cruse, Bethany <cruseb199@cod.edu>  
**Sent:** Friday, May 29, 2020 3:49 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Attached Document



-----  
From: cruseb199@cod.edu  
Sent: Fri May 29 12:00:47 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Scanned from a Xerox Multifunction Device  
-----

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.  
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087679

Vendor Name: Paddock Publications

Invoice Number: 44655

Invoice Date: 03/07/20

PO Number: B0365305

Check Number: E0080289

Check Amount: \$ 4,159.90

Check Date: 06/03/2020

Department ID: 00749

Reviewer Name:

Voucher Number: V0624292

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below





Daily Herald Digital Refines Niche

95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005  
Phone: 847-427-4300 / Fax: 847-427-4789  
Email: accts.receivable@dailyherald.com

# Invoice



Invoice # : 44655

Invoice Date : 03/07/2020

Terms : 15 days

Customer Account # : 117519

Due Date : 03/22/2020

000368

T2 B2 P \*\*\*\*\*SINGLE-PIECE  
COLLEGE OF DUPAGE -  
125 FAWELL BLVD



GLEN ELLYN, IL 60137

**AP VERIFIED**

**06/01/20 - BETHANY CRUSE**

Order Number	Order Name	Order Date	Order PO #	Sales Rep
50852	2020-B0041	03/02/2020	4541712-	svc_pad_ws
			SUSAN	
			CASTELLANOS	

Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1156174	4541712	BID NOTICENO	Issue Date: 3/3/2020; 2020B0041THE Edition: Daily Herald; Section: Bid Notices; COLL Lines: 0.00; Page: 0	\$ 62.10

Order Number	Order Name	Order Date	Order PO #	Sales Rep
51308	2020-R0013	03/05/2020	4541960-	svc_pad_ws
			SUSAN	
			CASTELLANOS	

Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1157962	4541960	RFP NOTICENO	Issue Date: 3/6/2020; 2020R0013THE Edition: Daily Herald; Section: Bid Notices; COLL Lines: 0.00; Page: 0	\$ 55.20

Total Amount:

\$ 117.30

**APPROVED**

By Ellen M. Roberts at 7:25 pm, May 30, 2020

\$160.00





**PAYMENT and ADVERTISING TERMS & CONDITIONS:**

PLEASE INCLUDE COUPON BELOW WITH YOUR PAYMENT.

Subject to late finance of 1.5 percent per month. Contracts accounts with past due balances are subject to cancellation.

Display Sales: (847) 427-4648      Classified Sales: (847) 427-4444      Credit Dept: (847) 427-4346

Did you know Co-op funds might pay for your ad? Ask your multi-media consultant for details!

Is your company celebrating an event? Find out how we can create a publication promoting your event at no cost to you.

Please detach and return bottom portion with your remittance.

Invoice Date :	Invoice No. :	Account No.	Amount Due :
03/07/2020	44655	117519	\$ 117.30

**Bill to :** COLLEGE OF DUPAGE -  
COLLEGE OF DUPAGE -  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**Make Payments Payable to :**  
PLEASE MAKE ALL CHECKS PAYABLE TO:  
PADDOCK PUBLICATIONS, INC.  
P.O. BOX 7761  
CAROL STREAM, IL 60197-7761

0044655 00011730



-----  
From: cruseb199@cod.edu  
Sent: Mon Jun 01 10:41:37 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929  
-----

**From:** Towne, Jordan <townej@cod.edu>  
**Sent:** Monday, June 1, 2020 8:42 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Fw: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Bethany,

Please see the attached signed invoices. This is for BO 365305. There is one invoice that is not ours named default.pdf.

Thank you,

Jordan Towne  
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

- *Click Here for current bids/Rfps!*
- *COD: Check out our Team Site!*

---

**From:** Roberts, Ellen  
**Sent:** Saturday, May 30, 2020 7:48 PM  
**To:** Towne, Jordan  
**Subject:** FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Jordan,

Please see attached. All are approved with the exception of the Default.PDF, which does not appear to be Procurement Services' invoice. It looks like it may be Continuing Education.

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**



**College of DuPage**

425 Fawell Blvd.

Glen Ellyn, IL 60137

roberts@cod.edu

630-942-2218

**From:** Towne, Jordan <townej@cod.edu>

**Sent:** Friday, May 29, 2020 4:05 PM

**To:** Roberts, Ellen <roberts@cod.edu>

**Subject:** Fw: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Ellen,

Can you please approve and sign these 8 invoices?

Thank you,

Jordan Towne

Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

- *Click Here for current bids/Rfps!*
- *COD: Check out our Team Site!*

---

**From:** Cruse, Bethany

**Sent:** Friday, May 29, 2020 3:55 PM

**To:** Towne, Jordan

**Subject:** PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Jordan,

Please obtain approvals on the attached & provide PO#- 8 total.

Thanks

Bethany Cruse

AP Lead

College Of DuPage

**From:** Cruse, Bethany <cruseb199@cod.edu>

**Sent:** Friday, May 29, 2020 3:49 PM

**To:** Cruse, Bethany <cruseb199@cod.edu>

**Subject:** Attached Document



-----  
From: cruseb199@cod.edu  
Sent: Fri May 29 11:46:18 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Scanned from a Xerox Multifunction Device  
-----

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.  
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087679

Vendor Name: Paddock Publications

Invoice Number: 47865

Invoice Date: 05/02/20

PO Number: B0365305

Check Number: E0080289

Check Amount: \$ 4,159.90

Check Date: 06/03/2020

Department ID: 00749

Reviewer Name:

Voucher Number: V0624293

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below





Daily Herald Digital Refuges NICHE

95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005  
Phone: 847-427-4300 / Fax: 847-427-4789  
Email: accts.receivable@dailyherald.com

# Invoice



Invoice # : 47865

Invoice Date : 05/02/2020

Terms : 15 days

Customer Account # : 117519

Due Date : 05/17/2020

000564

T2 B5 P \*\*\*\*\* SINGLE PIECE  
COLLEGE OF UPADE -  
425 FAWELL BLVD  
GLEN ELLEN, IL 60137

**AP VERIFIED**  
**06/01/20 - BETHANY CRUSE**

Order Number	Order Name	Order Date	Order PO #	Sales Rep	
55016	2020-B0048	04/29/2020	4544357-	svc_pad_ws	
			SUSAN		
			CASTELLANOS		
Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1179758	4544357	BID NOTICENO	Issue Date: 5/1/2020; 2020B0048THE Edition: Daily Herald; Section: Bid Notices; COLL Lines: 0.00; Page: 0	\$ 69.00

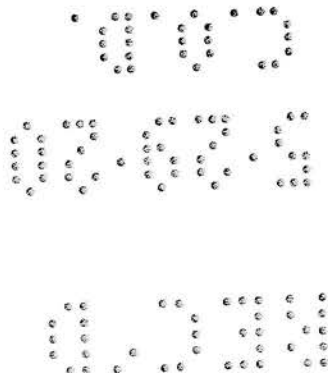
Order Number	Order Name	Order Date	Order PO #	Sales Rep	
55073	2020-B0046	04/29/2020	4544410-	svc_pad_ws	
			SUSAN		
			CASTELLANOS		
Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1179860	4544410	BID NOTICENO	Issue Date: 5/1/2020; 2020B0046THE Edition: Daily Herald; Section: Bid Notices; COLL Lines: 0.00; Page: 0	\$ 69.00

Total Amount:

\$ 138.00

**APPROVED**

By Ellen M. Roberts at 7:45 pm, May 30, 2020





**PAYMENT and ADVERTISING TERMS & CONDITIONS:**

IMPORTANT: Sign up for electronic invoicing at <https://tearsheets.dailyherald.com/invoicing/>

Display Sales: (847) 427-4648      Classified Sales: (847) 427-4444      Credit Dept: (847) 427-4346

This is an itemized summary of billable transactions for the current period, with a total of the balance owed on those transactions.  
PLEASE INCLUDE COUPON BELOW WITH YOUR PAYMENT.

Please detach and return bottom portion with your remittance.

Invoice Date :	Invoice No. :	Account No.	Amount Due :
05/02/2020	47865	117519	\$ 138.00

**Bill to :** COLLEGE OF DUPAGE -  
COLLEGE OF DUPAGE -  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137



**Make Payments Payable to :**  
PLEASE MAKE ALL CHECKS PAYABLE TO:  
PADDOCK PUBLICATIONS, INC.  
P.O. BOX 7761  
CAROL STREAM, IL 60197-7761



0047865 00013800



-----  
From: cruseb199@cod.edu  
Sent: Mon Jun 01 10:42:23 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929  
-----

**From:** Towne, Jordan <townej@cod.edu>  
**Sent:** Monday, June 1, 2020 8:42 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Fw: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Bethany,

Please see the attached signed invoices. This is for BO 365305. There is one invoice that is not ours named default.pdf.

Thank you,

Jordan Towne  
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

- [Click Here for current bids/Rfps!](#)
- [COD: Check out our Team Site!](#)

---

**From:** Roberts, Ellen  
**Sent:** Saturday, May 30, 2020 7:48 PM  
**To:** Towne, Jordan  
**Subject:** FW: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Jordan,

Please see attached. All are approved with the exception of the Default.PDF, which does not appear to be Procurement Services' invoice. It looks like it may be Continuing Education.

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137



Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

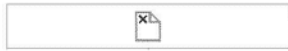
**From:** Towne, Jordan <townej@cod.edu>  
**Sent:** Friday, May 29, 2020 4:05 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** Fw: PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Ellen,

Can you please approve and sign these 8 invoices?

Thank you,

Jordan Towne  
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

- *Click Here for current bids/Rfps!*
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---

**From:** Cruse, Bethany  
**Sent:** Friday, May 29, 2020 3:55 PM  
**To:** Towne, Jordan  
**Subject:** PADDOCK 44655,45109,46734,47284,46249,47865,45574,46929

Hi Jordan,  
Please obtain approvals on the attached & provide PO#- 8 total.

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Cruse, Bethany <cruseb199@cod.edu>  
**Sent:** Friday, May 29, 2020 3:49 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Attached Document



-----  
From: cruseb199@cod.edu  
Sent: Fri May 29 12:01:40 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Scanned from a Xerox Multifunction Device  
-----

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.  
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1087679  
Vendor Name: Paddock Publications  
Invoice Number: 46249  
Invoice Date: 03/31/20  
PO Number: B0365315  
Check Number: E0080289  
Check Amount: \$ 4,159.90  
Check Date: 06/03/2020  
Department ID: 00825  
Reviewer Name:  
Voucher Number: V0624911  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below



-----  
From: metcalf@cod.edu  
Sent: Mon Jun 01 12:25:46 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Paddock Publications invoice  
-----

Paddock Publications (Daily Herald) invoice attached. THank you all.

Marsha Metcalf

Administrative Assistant, Marketing and Communications

**College of DuPage**

425 Fawell Blvd., Glen Ellyn, IL 60137

Phone (630) 942-3370 | metcalf@cod.edu | cod.edu

*Office Location* Institutional Resource Center (IRC) 1045



-----  
From: cruseb199@cod.edu  
Sent: Fri May 29 12:01:13 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Scanned from a Xerox Multifunction Device  
-----

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.  
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]





Daily Herald Digital Reflejos NICHE 3rd Street 28th Street

95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005  
Phone: 847-427-4300 / Fax: 847-427-4789  
Email: accts.receivable@dailyherald.com

# Invoice



Invoice # : 46249

Invoice Date : 03/31/2020

Terms : 15 days

Customer Account # : 103012

Due Date : 04/15/2020

00 T1 B3 P \*\*\*\*\* SINGLE-PIECE

00 247 MARSH A/P  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**AP VERIFIED**  
**06/02/20 BETHANY CRUSE**

Ad Type	Order/ Ad Number	Ad PO#	Issue Date(s)	Ad Name	Placement	Net
Print	13935/1153119		3/6/2020	Reflejos Education Section	DH Reflejos 4x10.88	\$ 1,640.00
Print	48855/1148751		3/20/2020	Elmhurst Residents' Guide	DH Special Section 4x11.13	\$ 1,800.00

OK to pay \$3440.00, BO #365315  
Acct 01-90-00825-540700

Total Amount:

\$ 3,934.00

## PAYMENT and ADVERTISING TERMS & CONDITIONS:

PLEASE INCLUDE COUPON BELOW WITH YOUR PAYMENT.

Subject to late finance of 1.5 percent per month. Contracts accounts with past due balances are subject to cancellation.

Jorgensen,  
Laurette

Digitally signed by Jorgensen,  
Laurette  
Date: 2020.06.01 11:25:22 -05'00'

Display Sales: (847) 427-4648      Classified Sales: (847) 427-4444      Credit Dept: (847) 427-4346

Sign up for electronic invoicing at <https://tearsheets.dailyherald.com/invoicing/>

Is your company celebrating an event? Find out how we can create a publication promoting your event at no cost to you.

Please detach and return bottom portion with your remittance.

Invoice Date :	Invoice No. :	Account No.	Amount Due :
03/31/2020	46249	103012	\$ 3,934.00

Bill to : LAURIE JORGENSEN  
COLLEGE OF DUPAGE  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137

## Make Payments Payable to :

PLEASE MAKE ALL CHECKS PAYABLE TO:  
PADDOCK PUBLICATIONS, INC.  
P.O. BOX 7761  
CAROL STREAM, IL 60197-7761

0046249 00393400