

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1588241  
Vendor Name: Ziken Signage LLC  
Invoice Number: 2020-0252D  
Invoice Date: 05/29/20  
PO Number: B0369630  
Check Number: E0080307  
Check Amount: \$ 1,258.75  
Check Date: 06/03/2020  
Department ID: 20025  
Reviewer Name: Kathy Striplin  
Voucher Number: V0623441  
Redaction Type: None  
Document Type: AP Invoice

Document Below

**Ziken Signage, LLC**

2135 W. Carroll Ave  
Chicago, IL 60612 US  
+1 8474939700  
erik@zikensignage.com

**PO 369630**

I believe this is space and  
planning budget project.

**INVOICE****BILL TO**

College of Dupage  
Donald Inman  
425 Fawell Blvd.,  
Glen Ellyn, IL 60137  
United States

**SHIP TO**

College of Dupage  
Donald Inman  
425 Fawell Blvd.,  
Glen Ellyn, IL 60137  
United States

**INVOICE**

2020-0252D  
DATE 05/29/2020  
TERMS Net 30  
DUE DATE 06/28/2020

**PURCHASE ORDER**  
369630

**PROJECT NAME**  
Health Careers - Labor

DESCRIPTION	QTY	RATE	AMOUNT
Labor charge to install document holder standoff panels per [Health Careers.pdf]			
Furnish screw cover standoffs [60ea], shipping included	0.50	150.00	75.00T
Furnish Acrylic brochure holders to match design			
2 page holder outer dimensions: 20 long x 12 high	5	41.25	206.25T
3 page holder outer dimensions: 30 long x 12 high	2.50	56.00	140.00T
Furnish 1/4" solid cut Lettering to read HEALTH CAREERS (underlined)	0.50	475.00	237.50T
Install	0.50	1,200.00	600.00
SUBTOTAL			1,258.75
TAX			0.00
TOTAL			1,258.75

**BALANCE DUE****\$1,258.75****APPROVED****06/01/20 - BRUCE SCHMIEDL****INVOICE REVIEWED****OKAY TO PAY****KATHY STRIPLIN 06/01/20**

-----  
From: inmand1960@cod.edu  
Sent: Fri May 29 09:21:56 CDT 2020  
To: invoicing@cod.edu  
CC: striplin@cod.edu  
Subject: Ziken Invoice  
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Not sure of project budget, think it is from space and planning.

**From:** Robyn Stepney <robyn@zikensignage.com>  
**Sent:** Friday, May 29, 2020 8:55 AM  
**To:** Erik Woolsey <erik@zikensignage.com>; Inman, Donald <inmand1960@cod.edu>  
**Cc:** Emily Sarbieski <emily@zikensignage.com>  
**Subject:** RE: Health Career Flyer Wall

Please see deposit invoice attached.

**From:** Erik Woolsey <erik@zikensignage.com>  
**Sent:** Friday, May 29, 2020 7:36 AM  
**To:** Inman, Donald <inmand1960@cod.edu>  
**Cc:** Robyn Stepney <robyn@zikensignage.com>; Emily Sarbieski <emily@zikensignage.com>  
**Subject:** RE: Health Career Flyer Wall

Robyn,  
Please send Don an invoice for deposit. Lets do 50% and label it raw material and design time. Project 2020-0252.

E

**From:** Inman, Donald <inmand1960@cod.edu>  
**Sent:** Friday, May 29, 2020 7:34 AM  
**Cc:** Erik Woolsey <erik@zikensignage.com>  
**Subject:** RE: Health Career Flyer Wall

Erik, can you send me an invoice for the materials now, and then another one once the installation is complete?

**From:** Alec Deuter <alec@zikensignage.com>  
**Sent:** Thursday, May 28, 2020 2:35 PM  
**To:** Inman, Donald <inmand1960@cod.edu>  
**Cc:** Erik Woolsey <erik@zikensignage.com>  
**Subject:** RE: Health Career Flyer Wall

There was an error in the scaling on the first PDF submittal, this is the corrected version.

Sorry for the inconvenience.

Alec Deuter  
Project Manager  
Ziken Signage, LLC

**From:** Alec Deuter <alec@zikensignage.com>  
**Sent:** Thursday, May 28, 2020 2:14 PM  
**To:** inmand1960@cod.edu  
**Cc:** Erik Woolsey <erik@zikensignage.com>  
**Subject:** RE: Health Career Flyer Wall

Don,

First off, just wanted to introduce myself. My name is Alec Deuter, I am the new Project Manager for Ziken.

Here is the submittal for the leaflet holders in the Health Careers Center. Let me know if you have any questions.

Alec Deuter  
Project Manager  
Ziken Signage, LLC

**From:** Erik Woolsey <erik@zikensignage.com>  
**Sent:** Wednesday, May 27, 2020 2:11 PM  
**To:** Alec Deuter <alec@zikensignage.com>  
**Subject:** FW: Health Career Flyer Wall

Here we go! Next task

We have been awarded this project with COD. WE need to take the attached and create a submittal drawing showing all material, construction and mounting details.

We will be using the two insert with A4 size and three insert with A5 size. Be sure to include those dimension and call out the A4 and A5 details.

We are going to use the below hardware ILO what is shown.

<https://mbs-standoffs.com/product/set-4-screw-cover-diameter-1116-aluminum-clear-anodized-finish?cat=screw-covers-0>

Call me with questions.

**ERIK WOOLSEY**

847.493.9700 (m)



2135 W. Carroll Ave, Chicago, IL 60612

**From:** Inman, Donald <inmand1960@cod.edu>  
**Sent:** Wednesday, April 1, 2020 10:53 AM  
**To:** Erik Woolsey <erik@zikensignage.com>  
**Subject:** FW: Health Career Flyer Wall

**Subject:** FW: Health Career Flyer Wall

So lets talk after you think.

**From:** Lang, Jessica <langj@cod.edu>

**Sent:** Wednesday, April 1, 2020 10:43 AM

**To:** Inman, Donald <inmand1960@cod.edu>

**Cc:** Gonzalez, Colleen <prolac@cod.edu>

**Subject:** RE: Health Career Flyer Wall

Hi Don,

Hope you are doing well. Attached is the layout for the flyer wall; do you need anything else?

Thanks,

Jessica

**From:** Inman, Donald <inmand1960@cod.edu>

**Sent:** Wednesday, April 1, 2020 8:07 AM

**To:** Lang, Jessica <langj@cod.edu>

**Cc:** Gonzalez, Colleen <prolac@cod.edu>

**Subject:** RE: Health Career Flyer Wall

Hey Jessica,

I cant find the layout for the info slots...can you dig that up again and send it?

D

**From:** Inman, Donald

**Sent:** Tuesday, March 10, 2020 11:55 AM

**To:** Lang, Jessica <langj@COD.EDU>

**Cc:** Gonzalez, Colleen <prolac@cod.edu>

**Subject:** RE: Health Career Flyer Wall

Nice move inserting the title sign....I will work that in too.

Don

**From:** Lang, Jessica

**Sent:** Tuesday, March 10, 2020 11:26 AM

**To:** Inman, Donald

**Cc:** Gonzalez, Colleen

**Subject:** Health Career Flyer Wall

Good Morning Don,

Thank you for meeting with Colleen and me. Below is the e-mail thread with Dale Damitz from Acrylic Services in Addison (<http://www.acrylicservices.com/>).

Attached please find the picture of our plan along with sample of the flyers.

The pricing below is based off of the following dimensions:

- For the flyer holder each section needs to be: 9 inch high x 8.5 inch long x 1 inch deep
- For the 2 page holder outer dimensions: 20 long x 12 high - \$45.65 for 10 double w/standoffs
- For the 3 page holder outer dimensions: 30 long x 12 high - \$57.85 for 5 triple w/standoffs

Also, we were hoping to add a title above all of it titled "Health Careers"

Please let us know if you need anything further.

Thank you,

*Jessica Lang*

Program Support Specialist, Nursing and Health Sciences  
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137  
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax  
langj@cod.edu

**From:** Lang, Jessica  
**Sent:** Monday, February 10, 2020 2:46 PM  
**To:** 'Dale Damitz' <dale@acrylicservices.com>  
**Subject:** RE: Form Submission - Contact Form

No problem; hope you are feeling better! Thank you so much for sending the details; I appreciate your help!

*Jessica Lang*

Program Support Specialist, Nursing and Health Sciences  
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137  
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax  
langj@cod.edu

**From:** Dale Damitz <dale@acrylicservices.com>  
**Sent:** Monday, February 10, 2020 1:40 PM  
**To:** Lang, Jessica <langj@cod.edu>  
**Subject:** Re: Form Submission - Contact Form

Sorry this took so long , I had the flu last week. The cost of option #1 Is \$35.70 each for 35 single holders. Option #2 Is \$45.65 each for 10 double and 57.85 each for triple. This includes stainless steel standoffs.is. THANKS

On Mon, Feb 10, 2020, 9:51 AM Lang, Jessica <langj@cod.edu> wrote:

Good Morning Dale,

Hope you had a great weekend! Just wanted to check in to see if you had that quote available.

Thank you,  
Jessica

**From:** Dale Damitz <dale@acrylicservices.com>  
**Sent:** Monday, January 27, 2020 3:38 PM  
**To:** Lang, Jessica <langj@cod.edu>  
**Subject:** Re: Form Submission - Contact Form

Got it, thanks!

On Mon, Jan 27, 2020, 3:26 PM Lang, Jessica <langj@cod.edu> wrote:

Hi Dale,

Following the sample that I saw online below are the dimensions we were thinking, but are completely open to suggestions as well.

For the flyer holder each section needs to be: 9 inch high x 8.5 inch long x 1 inch deep

For the 2 page holder outer dimensions: 20 long x 12 high

For the 3 page holder outer dimensions: 30 long x 12 high

We would want these to be clear and include the standoffs.

Please feel free to give me a call if any of this did not make sense.

Thanks for your help!

Jessica

**From:** Dale Damitz <dale@acrylicservices.com >

**Sent:** Monday, January 27, 2020 1:52 PM

**To:** Lang, Jessica <langj@cod.edu>

**Subject:** Re: Form Submission - Contact Form

I think that I can help you with this, I will have to know the size of the back panels, and if you want me to supply the standoffs.is the panel clear or do you want a frosted Finnish? THANKS DALE

On Mon, Jan 27, 2020, 7:53 AM Lang, Jessica <langj@cod.edu> wrote:

Good Morning Dale,

Hope you had a great weekend! Just wanted to check in to see if you offered the item we were looking for and are able to provide us with a quote.

Thank you,

*Jessica Lang*

Program Support Specialist, Nursing and Health Sciences

College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137

630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax

langj@cod.edu

**From:** Lang, Jessica

**Sent:** Monday, January 13, 2020 3:42 PM

**To:** 'Dale Damitz' <dale@acrylicservices.com >

**Subject:** RE: Form Submission - Contact Form

Thank you Dale!

*Jessica Lang*

Program Support Specialist, Nursing and Health Sciences

College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137

630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax  
langj@cod.edu

**From:** Dale Damitz <dale@acrylicservices.com>  
**Sent:** Monday, January 13, 2020 3:17 PM  
**To:** Lang, Jessica <langj@cod.edu>  
**Subject:** Re: Form Submission - Contact Form

I will look into this and get back to you.

On Mon, Jan 13, 2020, 2:36 PM Lang, Jessica <langj@cod.edu> wrote:

Good Afternoon Dale,

Thank you for the quick response! We are looking to have a flyer wall to hold about 35 different program flyers. We found some example of what we would like and was just wondering if you offer them.

The following website offers the below options:

<https://www.dimensions-displays.com/shop/wall-mounted-leaflet-holders/a5-leaflet-holders/>

- (a)
- (b)
- (c)

The flyers are normal 8.5x11" and we are looking for the holders to hold around 50 of each.

We are looking into 2 different options:

Option 1: 35 individual (a) holders

Option 2: 10 – 2 (b) holders & 5 – 3 (c) holders

Attached are the 2 options to show what we are trying to do on the wall.

Please let me know if you need any more information.

Thank you,

*Jessica Lang*

Program Support Specialist, Nursing and Health Sciences  
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137  
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax  
langj@cod.edu

**From:** Dale Damitz <dale@acrylicservices.com>  
**Sent:** Monday, January 13, 2020 1:45 PM  
**To:** Lang, Jessica <langj@cod.edu>  
**Subject:** Re: Form Submission - Contact Form

Picture of the parts is a good thing. Also sizes and thickness. THANKS

On Mon, Jan 13, 2020, 11:42 AM Squarespace <no-reply@squarespace.info> wrote:

**Name:** Jessica Lang

**Phone Number:** 630-942-2447



**Email Address:** langj@cod.edu

**How can we help you?:** We are looking to get a quote on some options for custom literature wall holders. I have some pictures of what we have been looking at and can e-mail them to you.

(Sent via *Acrylic Services*)