

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1563258
Vendor Name: Terrakotta Inc
Invoice Number: SI125762
Invoice Date: 03/10/21
PO Number: P0372578
Check Number: E0083911
Check Amount: \$ 1,395.84
Check Date: 03/24/2021
Department ID: 00297
Reviewer Name: Lisa Saltiel
Voucher Number: V0665015
Redaction Type: None
Document Type: AP Invoice

Document Below



Laguna Clay Company
(800) 452-4862
Info@LagunaClay.com
14400 Lomitas Ave
CITY INDUSTRY, CA 91746
www.LagunaClay.com
FL

Invoice SI125762

March 10, 2021

Due Date: April 9, 2021

Billed to C001133
College Of Dupage (COL20)
ANNA GAYE X2502
425 Fawell Blvd
GLEN ELLYN, IL 60137
United States

Ship-to Address
College Of Dupage
Shipping & Receiving
425 Fawell Blvd
GLEN ELLYN, IL 60137
United States

Customer PO Number	Salesperson	Payment Terms	Shipment Date
372578	ROSANNE SLOANE	Net 30 Days w/PO	March 10, 2021
Order No.	Shipment Method	Payment Method	Package Tracking No.
SO125010	R&L	Check payment	413431128

No.	Description	Shipment Date	Quantity	Unit	Unit Price	Discount	Unit Price Discount	Line Amount
RF327	11 X 28 X 1/2" NITRIDE SILICON CARBIDE	03/10/21	10	Each	116.27			1,162.70
KSPCC	KILN SHELVES -CARBIDE- PACKING - FULL CRATING - 5%	03/09/21	1	Each	58.14			58.14
QFC	Quoted Freight Charged	03/09/21						
	R&L QTE#19962530							
	RES/LIFT/APPT REQUIRED							
	DELV M-F 830AM-2PM							
	Shipping Charges	03/09/21	1	Each	175.00			175.00
PON	PUT PO#372578 ON ALL PACKAGES & PAPERWORK	03/09/21						
TY	Thank you for your order!	03/09/21						

INVOICE REVIEWED

OKAY TO PAY

Amount Subject to Sales Tax 0.00
Amount Exempt from Sales Tax 1,395.84

LISA SALTIEL 03/19/21

APPROVED

03/19/21 - ANTHONY RAMOS

Subtotal 1,395.84
Sales Tax 0.00
Total \$ 1,395.84

Policy for receiving freight shipments

We know this is a very important purchase for you, and because of that, we want to prepare you for the receipt of your products.

Receiving

When your order leaves our factory the freight carrier becomes responsible for safely transporting the products to you.

If you have requested a delivery notification, the freight carrier will call you for a Delivery appointment. **Receiver must be on site when order/shipment is delivered.**

If your delivery location has space restrictions for large trucks, such as a narrow street, low overhead clearance, or limited turn around space, you will need to notify carrier so the appropriate arrangements can be made.

Upon Delivery

Once the carrier arrives with your products you will need to carefully inspect the freight for any damages. Check the outside of the packaging for visible damages: plastic is torn or missing, top looks mashed in and / or things are poking out of the wrapping at odd angles: if visible damage is seen, you will need to unwrap to check for concealed damage. Due to changes in law, the carriers will no longer pay claims on concealed damage so you **MUST** check for visible and then concealed damages if visible damage is noted. By law, it is your responsibility to inspect your freight for damages. **Please inspect the freight before signing the delivery receipt, if any damages or shortages are found they MUST BE NOTED ON THE DELIVERY RECEIPT.** Write “refused due to damages” on the delivery receipt and send the product back with carrier. If damage has occurred you will need to call 800-843-7057 to notify Laguna Clay of the damages. Please use common sense when assessing the damage.

Most goods will be delivered on a pallet, and shrink-wrapped. Some goods will have a crate around it.

If receiver, or anyone acting on the receiver’s behalf, should sign the delivery receipt without inspecting the freight, and damages are noticed later, neither Axner/Laguna Clay Co. nor the freight carrier will accept liability for the damages. Receiver will be responsible for any claims or expenses.

8/17/16

From: Rosanne Sloane <Rosanne@lagunaclay.com >
Sent: Thu Mar 11 09:20:55 CST 2021
To: invoicing@cod.edu,yastrowl@cod.edu
CC: dandoa@cod.edu,mcgowan@cod.edu
Subject: [External] Your Purchase Order 372578 has been shipped

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hello Levi,

Your new order has been shipped.

R & L Freight Carrier Pro#413431128

Please review our attached shipping and receiving policy.

I attached a copy of the invoice for your records.

Thank you for choosing Axner.com/Laguna Clay Co. as your ceramic supply source.

Rosanne

Laguna Clay Co/Axner.com
490 Kane Court
Oviedo, FL 32765
800-843-7057
407-365-7135 fax
www.axner.com

[attachment: 125762Inv.pdf]

[attachment: Policy receiving .docx]