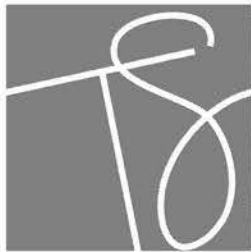


Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1431717
Vendor Name: Tori Soper Photography LLC
Invoice Number: 60552
Invoice Date: 03/11/21
PO Number: P0372850
Check Number: E0083914
Check Amount: \$ 1,100.00
Check Date: 03/24/2021
Department ID: 00825
Reviewer Name: Marsha Metcalf
Voucher Number: V0665485
Redaction Type: None
Document Type: AP Invoice

Document Below



COD-Nikole Clay

Invoice # 60552 3/11/21

To:

From:

College of DuPage425 Fawell Blvd
Glen Ellyn, IL 60137**Tori Soper Photography**773-315-1350
tori@torisoper.com2734 East Avenue
Berwyn, IL 60402

Item	Qty/Hrs	Price	Subtotal
Creative Fee Engage Photoshoot of [REDACTED] on March 10, 2021	1	\$1,100.00	\$1,100.00

Payment Schedule

Status	Due Date	Amount Due
Unpaid	4/9/21	\$1,100.00

INVOICE REVIEWED**OKAY TO PAY****MARSHA METCALF 03/17/21****RETAINER****Subtotal:** \$1,100.00**Tax:** \$0.00**Total:** \$1,100.00**Remainder:** \$1,100.00

The 50% retainer is due within 5 days of signing the contract. Please pay the retainer using the "Pay Now" button above and type in the amount due. Checks may be mailed to the address listed below.

APPROVED 03/17/21 - LAURIE JORGENSEN**FINAL PAYMENTS**

The balance is due within 30 days of of the project completion unless specified above.

Please pay the balance using the "Pay Now" button above and type in the amount due.

Checks may be mailed to the address listed below.

••Late payments will be billed an additional 5%/month interest. ••

MAILING ADDRESSTori Soper Photography
2734 East Avenue
Berwyn, IL 60402

From: Metcalf, Marsha <metcalf@cod.edu>
Sent: Wed Mar 17 10:05:26 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Soper Photography

Invoice #60552 for processing.

Thanks.

Marsha Metcalf
Administrative Assistant, Marketing and Communications
College of DuPage
425 Fawell Blvd., Glen Ellyn IL 60137
Phone (630) 942-3370 / Email metcalf@cod.edu
Office Location Institutional Resource Center (IRC) 1045

[attachment: Soper invoice ENGAGE #60552 FY21.pdf]