

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1578655
Vendor Name: USImprints LLC
Invoice Number: 108827
Invoice Date: 06/18/21
PO Number: P0374398
Check Number: E0085303
Check Amount: \$ 1,185.35
Check Date: 06/22/2021
Department ID: 00453
Reviewer Name: None
Voucher Number: V0687341
Redaction Type: None
Document Type: AP Invoice

Document Below



QUALITY SWAG.
NO STRESS.

USimprints.com
3343 Aspen Grove Drive
Suite 240
Franklin, TN 37067
Phone: 866-604-6774
Fax: 866-946-3724
support@usimprints.com

APPROVED 06/21/21
SONIA WATSON

Invoice

Date

6/18/2021

Invoice #

108827

Bill To

Accounts Payable
College Dupage
425 Fawell Blvd.
Glen Ellyn IL 60137

Ship To

Shipping & Receiving - Elena McNabb
College Dupage
425 Fawell Blvd
PO# 374398
Glen Ellyn IL 60137

In-Hands Date		Sales Rep		Sales Order Reference #		
7/9/2021		Zach Schultz		Sales Order #102208		
Terms		Payment Due Date		Online Order #		
Net 30		7/18/2021		PO#374398		
Item	Description	Quantity	Rate	Amount	Date Billed	
Pens	Slim Contour Writer	1,000	0.42	420.00		
Customize	Item Color: Black Logo/Text: Artwork (art will be emailed) PMS Imprint Color: Black Imprint Area: 1.5" w x .1875" h Location: One - Barrel Production Time: 7-10 working days Shipping Time: 2 working days Stock: 2,100 Available as of 6/11/21	1	0.00	0.00		
SetUp Chgs	Set-Up Charges	1	0.00	0.00		
Shipping: Our UPS	Estimated Shipping FOB: CT 06610 1,000 /box @ 17 lbs. Dimensions: 16x14x10	1	27.00	27.00		

It's our pleasure to provide this estimate for you! We look forward to earning your business in the future! Thank you for considering USimprints.com!!

**Total
Amount Due**

447.00
\$447.00

Thank you for Building Your Brand with USimprints!

Please make sure to check all details of your order.

Payment due upon receipt or promptly on approved terms. 1.5% interest per month charge after 30 days.

From: Zach Schultz <zach.s@usimprints.com>
Sent: Fri Jun 18 09:47:56 CDT 2021
To: invoicing@cod.edu
CC: mcnabe@cod.edu
Subject: [External] Re: College of DuPage PO#374398

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.

Invoice 108827ZS attached!

Zach Schultz

Sr. Account Manager

P: 866.604.6774 ext 102

zach.s@usimprints.com

Follow us on Social Media!



On Jun 17, 2021, at 5:30 PM, Dando, Anne Marie <dandoa@cod.edu> wrote:

Dear Vendor,

Please confirm receipt of PO (Reply ALL) and process accordingly.

Attached is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Summer Warehouse Hours Monday through Thursday: 7:30am to 4:30pm
Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

Procurement Services does not process payments.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to invoicing@cod.edu **to ensure proper approval routing and expedited payments.**

Submission of Invoices Instructions

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice

- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required
- Non-PO invoices must contain department number for proper routing of approvals

Safer, Efficient, and Expedited Payments**ACH Payments**

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Invoice questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Thank you!

Procurement Services

Purchasing@cod.edu

<3085326.pdf>

[attachment: 108827.pdf]

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1578655
Vendor Name: USImprints LLC
Invoice Number: 108828
Invoice Date: 06/18/21
PO Number: P0374399
Check Number: E0085303
Check Amount: \$ 1,185.35
Check Date: 06/22/2021
Department ID: 00453
Reviewer Name: None
Voucher Number: V0687342
Redaction Type: None
Document Type: AP Invoice

Document Below



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Fax: 866-946-3724
support@usimprints.com

APPROVED 06/21/21
SONIA WATSON

Invoice

Date

6/18/2021

Invoice #

108828

Bill To

Accounts Payable
College Dupage
425 Fawell Blvd.
Glen Ellyn IL 60137

Ship To

Shipping & Receiving - Elena McNabb
College Dupage
425 Fawell Blvd
PO# 374399
Glen Ellyn IL 60137

In-Hands Date		Sales Rep		Sales Order Reference #	
7/9/2021		Zach Schultz		Sales Order #102209	
Terms		Payment Due Date		Online Order #	
Net 30		7/18/2021		PO#374399	
Item	Description	Quantity	Rate	Amount	Date Billed
Apparel	BELLA+CANVAS ® Unisex Jersey Long Sleeve Tee SM-3, MD -2, LG -3, XL -4	12	11.69	140.28	
ScreenPrint	Item Color: Athletic Heather Imprint: Artwork # of Imprint Colors: Three Imprint Colors: Black, White & Green Location: Full Chest Imprint Size: 3.5" Wide x Prop Height Production Time: 10-12 working days Shipping Time: 2 working days Stock: Available as of 6/11/21	12	0.00	0.00	
SetUp Chgs	Set-Up Charges	1	62.50	62.50	
Shipping: Our UPS	Estimated Shipping FOB: TN 37067 1 box @ 10 lbs. Dimensions: 10x10x10	1	41.00	41.00	

It's our pleasure to provide this estimate for you! We look forward to earning your business in the future! Thank you for considering USimprints.com!!

**Total
Amount Due**

243.78
\$243.78

Thank you for Building Your Brand with USimprints!

Please make sure to check all details of your order.

Payment due upon receipt or promptly on approved terms. 1.5% interest per month charge after 30 days.

From: Zach Schultz <zach.s@usimprints.com>
Sent: Fri Jun 18 09:48:45 CDT 2021
To: invoicing@cod.edu
CC: mcnabe@cod.edu
Subject: [External] Re: College of DuPage PO#374399

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Invoice 108828ZS attached!

Zach Schultz

Sr. Account Manager

P: 866.604.6774 ext 102

zach.s@usimprints.com

Follow us on Social Media!



On Jun 17, 2021, at 5:31 PM, Dando, Anne Marie <dandoa@cod.edu> wrote:

Dear Vendor,

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Summer Warehouse Hours Monday through Thursday: 7:30am to 4:30pm
Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

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Thank you!

Procurement Services

Purchasing@cod.edu

<3085327.pdf>

[attachment: 108828.pdf]

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1578655
Vendor Name: USImprints LLC
Invoice Number: 108829
Invoice Date: 06/18/21
PO Number: 374400
Check Number: E0085303
Check Amount: \$ 1,185.35
Check Date: 06/22/2021
Department ID: 00453
Reviewer Name: None
Voucher Number: V0687343
Redaction Type: None
Document Type: AP Invoice

Document Below



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SONIA WATSON

Invoice

Date

6/18/2021

Invoice #

108829

Bill To

Accounts Payable
College Dupage
425 Fawell Blvd.
Glen Ellyn IL 60137

Ship To

Shipping & Receiving - Elena McNabb
College Dupage
425 Fawell Blvd
PO# 374400
Glen Ellyn IL 60137

In-Hands Date		Sales Rep		Sales Order Reference #	
7/9/2021		Zach Schultz		Sales Order #102210	
Terms		Payment Due Date		Online Order #	
Net 30		7/18/2021		PO#374400	
Item	Description	Quantity	Rate	Amount	Date Billed
Apparel	Sport-Tek ® PosiCharge ® Tri-Blend Wicking 1/4-Zip Pullover SM - 3, MD - 2, LG -2, XL - 4	11	25.37	279.07	
Apparel: Embroidery	Item Color: Dark Grey Heather Imprint: Artwork Thread Colors: Black, White & Green Location: One - Left Chest Embroidery Size: 4" Wide - 15K Stitches Production Time : 7-10 working days Shipping Time : 1 working day Stock : Available	11	0.00	0.00	
SetUp Chgs	Set-Up Charges	1	187.50	187.50	
Shipping: Our UPS	Estimated Shipping FOB: IL 60007 1 box @ 15 lbs. Dimensions: 25x17x13	1	28.00	28.00	

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**Total
Amount Due**

494.57
\$494.57

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From: Zach Schultz <zach.s@usimprints.com>
Sent: Fri Jun 18 09:49:26 CDT 2021
To: invoicing@cod.edu
CC: mcenabe@cod.edu
Subject: [External] Re: College of DuPage PO#374400

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zach.s@usimprints.com

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[attachment: 108829.pdf]