

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1434615
Vendor Name: CD Advantage, Inc
Invoice Number: 6796
Invoice Date: 3/14/2022
PO Number: P0002542
Check Number: E0088981
Check Amount: \$ 4,300.00
Check Date: 04/06/2022
Voucher Number: V0734779
Document Type: AP Invoice

Document Below



INVOICE

Advantage Design Group
6877 Philips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

INVOICE #: 6796

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137-6599
United States
Attn: Lynda Nagle

Date: Mar 14 2022

Title: College of DuPage Annual Support
and Maintenance Subscription

Job #: 4246

PO Number: P0002542

Project Description:

Support and Maintenance for: <https://gettingstarted.cod.edu/>

Billing Period: April 01 2022 to March 31, 2023

Scope Of Work	Cost
Online Orientation	
Orientation - Administration - Support and Subscription	\$4,300.00
Unlimited call-in or email technical support & training is included, The annual renewal for unlimited student usage and unlimited administrators is \$4300. This is a recurring annual fee due each April that you renew your subscription.	
Purchase Order #: P0002542	Subtotal \$4,300.00
Terms:	Exempt \$0.00
NET 60	Paid \$0.00
	Total Due \$4,300.00

Jennifer Garbacz <jenniferg@advantagedesigngroup.com>

[External] RE: [External]College of DuPage - PO# P0002542 Subscription renewal for \$4,300

Jennifer Garbacz <jenniferg@advantagedesigngroup.com>

Tue, Mar 29, 2022 at 07:01 PM GMT

CC: Kalish, Amber <kalisha@cod.edu>, Nagle, Lynda <naglel@cod.edu>

BCC:

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.

Good afternoon, Lynda,

Please see attached document of the invoice containing the PO number. Please let me know if you have any questions. Please use accounting@advantagedesigngroup.com as email contact info.

Best,

Jenn Garbacz | Accounting Clerk

ADVANTAGE DESIGN GROUP®

P: 904.730.1919 | +1.800.657.1338

JenniferG@AdvantageDesignGroup.com

AdvantageDesignGroup.com

- - - -

From: Nagle, Lynda <naglel@cod.edu>
Sent: Tuesday, March 29, 2022 1:02 PM
To: Jennifer Garbacz <jenniferg@advantagedesigngroup.com>
Cc: Kalish, Amber <kalisha@cod.edu>; Hello <Hello@advantagedesigngroup.com>
Subject: [External]College of DuPage - PO# P0002542 Subscription renewal for \$4,300

Good Morning Jennifer.

We have approval for the subscription renewal with PO# P0002542 in the amount of \$4,300 per above.

I am also cc'ing our Procurement department and sharing your email contact info.

Would you please generate an invoice today (and cc me) and send to our accounts payable department.

Please let me know if there are any questions.

Thank you Jennifer for your assistance.

Lynda

Respectfully,

Lynda Nagle

Administrative Assistant

Office of Admissions and Outreach

College of DuPage

425 Fawell Blvd.SSC 2207 Glen Ellyn, IL 60137-6599

Phone: 630.942.2441 naglel@cod.edu

From: Jennifer Garbacz <Jenniferg@advantagedesigngroup.com>

Sent: Wednesday, March 9, 2022 12:09 PM

To: Nagle, Lynda <naglel@cod.edu>; Warren Lavoie <Warren@advantagedesigngroup.com>

Subject: [External] RE: [External]College of DuPage - Subscription renewal



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Hello again, Lynda,

Yes, we will continue to honor the net 60 terms unless net 30 is preferred. I have updated the invoice to follow along your renewal date of April 01, 2022, to March 31, 2023. I am not sure where the date of April 10 came into place unless that was the date due per the terms of net 60 when the latest update on the proposal was completed as it stated a due date of April 10. Nonetheless, let me know if you have any further questions.

Best,

Jenn Garbacz | Accounting Clerk

ADVANTAGE DESIGN GROUP®

P: 904.730.1919 | +1.800.657.1338

JenniferG@AdvantageDesignGroup.com

AdvantageDesignGroup.com

— — — —

From: Nagle, Lynda <naglel@cod.edu >

Sent: Wednesday, March 09, 2022 12:24 PM

To: Warren Lavoie <Warren@advantagedesigngroup.com >; Jennifer Garbacz <Jenniferg@advantagedesigngroup.com >

Subject: [External]College of DuPage - Subscription renewal

Good Morning Warren. Hi Jenn!

Please accept my sincere thanks to both of you for your team effort with the subscription renewal.

Jenn's email is at the bottom of this thread honoring the \$4,300 quote for this year with the understanding it increases to \$5,500 next year. Thank you.

I am writing with two small requests:

Warren, as you may recall, every year as part of the contract review process, **our Business Affairs office asks for details regarding the terms and conditions wording** that appears near the signature line of the attached proposal.

Below, Warren, is your email from last year, (NET Due was changed to 60 days in a later correspondence.)

Request to Warren or Jenn: Would you please reply back that this is still accurate:

The only terms and conditions for the Subscription renewal proposal and invoice - NET DUE - 60 Days.

(Which your office has graciously extended again to 60 days per the attached quote.)

Request to Jenn:

Jenn, our Business Affairs department requires a **date** along with a month, last year's invoice (attached) had a date of April 10, 2021 to April 10, 2022.

Would you please reflect April 10 in the attached Feb 2022 proposal and return to me?

Thank you for assisting me to create a PO for this renewal.

Lynda

Respectfully,

Lynda Nagle

Administrative Assistant

Office of Admissions and Outreach

College of DuPage

From: Warren Lavoie <Warren@advantagedesigngroup.com>

Sent: Tuesday, April 6, 2021 8:19 AM

To: Nagle, Lynda <naglel@cod.edu>

Cc: Sam Swingle <sam@advantagedesigngroup.com>; Kendra Yoder <Kendra@advantagedesigngroup.com>

Subject: RE: [External] RE: [External]FW: College of DuPage - Business Affairs office requesting terms and conditions wording

Hi Lynda:

Correct - those are the only terms and conditions for the Subscription renewal proposal and invoice - NET DUE - 30 Days. Pretty simple!

Best Regards,

Warren

Warren Lavoie | Account Manager

Working Tuesdays and Thursdays

ADVANTAGE DESIGN GROUP®

P: 904.722.8200 | +1.800.657.1338

Mobile: 678.313.0181

Warren@AdvantageDesignGroup.com

AdvantageDesignGroup.com

— — — —

Hi Lynda,

Thanks for sending this over to me. As we spoke over the phone, I do remember sending this proposal out late last month as it was requested early.

We will honor this price for this year, and next year I will be sure to send out another reminder of the price increase to keep everyone up to date.

Best,

Jenn Garbacz | Accounting Clerk

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P: 904.730.1919 | +1.800.657.1338

JenniferG@AdvantageDesignGroup.com

AdvantageDesignGroup.com

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8 attachments

image004.png

image009.png

image001.jpg

image006.png

image002.png

image003.png

6796 - College of DuPage Job 4246 SM.pdf

image008.jpg



College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137-6599
United States
Attn: Lynda Nagle

Date: Mar 29 2022
Title: College of DuPage Annual
Support and Maintenance Subscription

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Terms:	
NET 60	
Subtotal	\$4,300.00
Exempt	\$0.00
Paid	\$0.00
Total Due	\$4,300.00