

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087032

Vendor Name: National Engravers Inc.,DBA B Gunther &

Invoice Number: 96730

Invoice Date: 1/5/2023

PO Number: P0005327

Check Number: E0093095

Check Amount: \$ 1,036.25

Check Date: 01/11/2023

Voucher Number: V0767699

Document Type: AP Invoice

Document Below



Awarding You  
A National Engravers, Inc. Company  
3985 Commerce Drive Phone: 800-753-3384  
St. Charles, IL 60174 Fax: 630-639-5226

# Invoice: 96730

Date Ordered: 12/16/22

Date Invoiced: 1/5/23

Date Due: 2/4/23

Ordered By	Phone	Fax	Email
Dana Collsen	630.942.2639		collsend@cod.edu

COLLEGE OF DUPAGE  
ACCOUNTS PAYABLE  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137

SHIP TO:  
COLLEGE OF DUPAGE  
DANA COLLSEN - HR, 630.942.2639  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137  
US

Customer #	PO Number	Terms	Salesperson	Ship Method
15940	P005327	Net 30	Michelle Jefferson	1) FedEx Standard Ground

Qty	Part Number	Description	Unit Price	Total Price
25	07-189	Cosmos Bowl/Sterling Cut Glass	39.85	996.25
25				

Subtotal	996.25
Sales Tax	
Shipping	40.00
Total	1,036.25
Paid	
Balance	1,036.25

Note:

**PLEASE NOTE - IF PAYING BY CREDIT CARD: Billing will appear on your statement under PRODUCT DECORATORS.**



Report Date: 1/5/2023

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Geri Mondek <geri.mondek@nationalengraversinc.com>

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**[External] Please find the attached invoice and online payment link 96730 - Invoice 96730 - 1/5/2023**

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Geri Mondek <geri.mondek@nationalengraversinc.com>

Thu, Jan 5, 2023 at 05:09 PM UTC

CC: Invoicing <invoicing@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.

Dear Dana,

Thank you for your recent order. Your order is now on its way!

Attached please find your finalized invoice.

\*\*\* Due to compliance with the new tax laws, if we do not have a tax-exempt form on file, sales tax will be charged upon invoicing when applicable.

If registered as a nonprofit or tax-exempt organization, please provide your state's tax-exempt certificate or letter.

If you are a re-seller, please send us a copy of your Certificate of Resale with your state sales tax ID.

If you would like to pay by using Discover, MasterCard, Visa, or American Express, please use the following link to enter your credit card information on our secure order processing portal  
<https://manageorders.com/#/order/detail/0d78eb0604e679e3f286d0bc06832f05dbf7e5d0>

Please be sure to open and inspect your shipment of award/gift items as soon as they arrive and advise us immediately if there are any damaged items. We package your awards with the utmost care, and packaging has been tested to ensure reliability, but accidents in shipping can occur.

\* If any accidents have occurred during shipping, you must notify us within 3 business days of receipt, so we can file a claim with the carrier.

\* We will need photos of the damage to all the parts, and photos of all the shipping boxes. If you received damaged awards, we will replace them at no cost (including shipping). If damage is not reported within 3 business days of receipt, and photos of the damaged parts and of the shipping containers are not received, the claim may be voided and charges for replacement units may apply.

We look forward to working with you again soon. Thank you!

Sincerely,

Geri Mondek

Accounting Manager for

National Engravers Inc. - Parent Company for

Awarding You | Thomas Dale Co. | Classic Identity | Industrial Engravers

geri.mondek@nationalengraversinc.com

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**1 attachment**

Invoice wNotes-96730-1-5-2023.pdf