

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1524396
Vendor Name: Normal, LLC
Invoice Number: NOR122022
Invoice Date: 12/20/2022
PO Number: B0001214
Check Number: E0093096
Check Amount: \$ 3,750.00
Check Date: 01/11/2023
Voucher Number: V0767318
Document Type: AP Invoice

Document Below

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 12/20/22 Vendor ID: 1524396 Vendor Name: Normal LLC
 Payee Address: 846 W. North Avenue, 2B Chicago, IL, 60647 Payment Due Date: 12/20/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
NOR122022	05-60-11998-5309004	Summer Museum Exhibition: Performing Arts Services	3,750.00
Total			\$ 3,750.00

Check the appropriate box below:

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Design services for Warhol catalog, initial payment 498 Designer CCMA_WARHL B0001214

Other Instructions:

All requests will require the following approvals:

Requester: Kari Schoettle Digitally signed by Kari Schoettle
Date: 2022.12.20 15:18:19 -06'00' Print Name: Kari Schoettle
 Budget Officer: _____ Print Name: Ellen McGowan

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (*cont.*)

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

Cleve Carney Museum of Art

Design Proposal for Andy Warhol Exhibition Catalog

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September
2022

Andy Warhol Exhibition Catalog Design	Kick Off Meeting	Included
	Design Exploration – Explore design alternatives for exhibition catalog – The design study will include selected sample pages – Present to client and collect feedback Deliverables: a presentation PDF with design alternatives. Assumptions: Normal will receive a rough draft of parts of the book along with a selection of images that should be considered to be used as sample content.	\$ 3,500
	Design Revisions – Revisions to a selected design alternative based on client feedback – Present a revised file and collect feedback Deliverables: a presentation PDF with a revised design direction.	\$ 2,000
	Production and Revisions – Roll out design to all the pages of the exhibition catalog (frontmatter, texts, plates, backmatter etc) – Normal will deliver drafts and collect feedback via annotated PDFs Deliverables: File ready for final reviews and approvals. Assumptions: Normal will receive a final draft of the book and high-res images that should be considered for the final file.	\$ 7,000
	Final Art Files Preparation – Final round of refinements (final text edits) – Final design review with client – Final files preparation for production – Coordination with printers Deliverables: A final PDF for online distribution and final print-ready, packaged InDesign files for the printer.	\$ 2,500
	Total	\$ 15,000
	Down Payment (25% of the Total)	\$ 3,750

Proposal

Normal
1579 N Milwaukee Ave
Studio 300A
Chicago IL 60622

Contract
—
September
2022

1. **Compensation.** Normal requires a down payment of 25% of the estimated total of the project to initiate this project, due before the start of design services. Normal will invoice all fees and out-of pocket costs upon delivery of each phase. Normal will apply the down payment toward payment of invoices as they are issued, and client will pay all unpaid charges net ~~30~~ 60 days. 
In the event of late payment, Normal will be paid the balance due of the invoices, plus all reasonable costs of collection including legal fees, plus ~~2%~~ 1% interest monthly on the unpaid balance until the total amount is paid. 
2. **Scope of Work.** Normal agrees to perform the design services for the client as outlined in the above proposal provided by Normal for the specified price, except as significant revisions and modifications required by the client beyond those described in this proposal will be considered as outside the terms of this proposal. Requests for such further revisions or explorations will be estimated (in terms of design time and cost) by Normal and submitted to the client for approval prior to commencement of such revisions.
3. **Modifications Beyond the Scope of Work.** Client will pay Normal for any additional modifications beyond those described in our proposal at Normal's current rates, which are included in an appendix at the end of this agreement.
4. **Confidentiality.** Normal shall keep confidential all information and materials which are designated by the client as confidential and shall not disclose such information to any party without the prior written consent of the client.
5. **Copyright Liability.** Normal will exercise reasonable care to avoid duplication of an existing idea, concept, design or other intangible right of another, but does not guarantee against, ~~and shall not have liability to the client for the coincidental duplication of, or unintentional infringement upon, an idea, concept, design, or other intangible right which is owned, made or otherwise used by others whether or not patented or copyrighted in whole or in part.~~ 
The parties agree to jointly review ~~It shall be the obligation of the client to initiate all patent, trademark or similar searches to determine the availability and ensure ownership of any idea, concept, design or other intangible right which is used in connection with this project.~~ 
Each party hereto will provide the other with all information which it becomes aware of with regard to potential infringement of any idea, concept, design or other intangible right being used in connection with this project as soon as such information becomes available to such party.
6. **Use Rights.** Normal shall have the right to use any work product for promotional purposes.
7. **Transfer of Ownership.** Upon payment of all amounts owing hereunder by Client, Client shall have all rights, title and interest in and to the work created by Normal under this Agreement.

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2022

8. **Approvals and Proofreading.** Since Normal shall not finalize any work product without the prior written consent of the client, any mistake in any work product delivered to be reviewed and approved by the client which appears in any final work product created by Normal shall be the responsibility of the client, and Normal shall have no liability or obligations in connection therewith including the cost and expenses required to correct such errors, unless Client has identified such errors to Normal and Normal has failed to correct the same. Normal will submit a "client approval" form via facsimile, mail or e-mail to be signed or confirmed by the client prior to proceeding with any final reproduction.
9. **Force Majeure.** Neither party shall be liable for delays in or non-performance of the services of the completion of the project as a result of strikes, acts of God, lockouts, fires, war conditions, accidents, foreign or domestic government controls or other actions, embargoes or other causes beyond the parties' commercially reasonable control.
10. **Jurisdiction and Venue.** Normal and the client irrevocably agree that all actions or proceedings in any way, manner or respect, arising out of or from related to this agreement, the services or any document, instrument or transaction in connection herewith or therewith shall be heard or litigated exclusively in courts having situs within the City of Chicago, County of Cook, State of Illinois. Normal and the client consent and submit to the jurisdiction of any local, state or federal courts located within said city, county and state and irrevocably waive any right to transfer or change venue of any such action or proceeding or object to the jurisdiction of any such court over the parties thereto. This agreement shall be governed by the laws of the State of Illinois.
11. **Additional Prepayment.** If project extends beyond a reasonable period of time (7 12 months) without completion owing to Client's delays, Normal will ask for 75% of balance of fees to be paid before moving forward with final deliverables of the project.
12. **Independent Contractor.** Normal is an independent contractor and not an employee of Client for all purposes under this Agreement.
13. **Entire Agreement.** This agreement constitutes the entire agreement between the parties with respect to the matters described in the agreement and supersedes all prior negotiations, agreements and representations between Normal and client. Normal will conduct all business within the ethical business standards established by the American Institute of Graphic Arts (AIGA). Pricing for the aforementioned deliverables fall within agreed upon industry standards of fair practice and pricing.

Proposal

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1579 N Milwaukee Ave
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Chicago IL 60622

Contract

—
September
2022

This proposal and terms of the contract are agreed upon by:

DocuSigned by:

49066CF0BC3F425...

12/13/2022

Accepted by

Date



December 13, 2022

Normal

Date

We appreciate your interest in
Normal and welcome the
opportunity to collaborate with you.

Please be in touch with any
questions or if you require any
additional information.

Noël Morical
admin@thenormalstudio.com

"McGowan, Ellen" <mcgowan@cod.edu>

Normal Check Req 3750.00 12-20-22

"McGowan, Ellen" <mcgowan@cod.edu>

Wed, Dec 21, 2022 at 08:30 PM UTC

CC: Schoettle, Kari <schoettlek@cod.edu>

BCC:

Please process the attached. Thank you.

Ellen McGowan

Business Manager

McAninch Arts Center

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

Office 630-942-3009

Cell 630-205-3627

1 attachment

Normal Warhol Catalog Initial Payment Inv NOR122022 3750.00 12-20-22 Check Req.pdf