

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1512676  
Vendor Name: Sue Franzen  
Invoice Number: BE35001873A  
Invoice Date: 2/22/2023  
PO Number: P0005696  
Check Number: E0094906  
Check Amount: \$ 7,983.07  
Check Date: 04/26/2023  
Voucher Number: V0783159  
Document Type: AP Invoice

Document Below



# Original Bill

Bill Number BE35001873A  
Bill Date 2/22/2023  
Due Date 4/22/2023  
Terms Net 60  
Sales Order SE35001873  
Sales Person Sue Franzen

## Proforma Premiums

Telephone: 630-844-3147  
Email: [sue.franzen@proforma.com](mailto:sue.franzen@proforma.com)

## Sold To

Jill Pierson  
College of Dupage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Phone: 630-942-2620  
[piersonj129@cod.edu](mailto:piersonj129@cod.edu)

## Shipped To

College of Dupage  
Julie Vranek  
Rec #P0005696  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**Customer PO: P0005696**

**Customer Reference: Graduation Items -Jill Pierson**

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Swanky Pen	Swanky Graduation Pen Black White imprint	800	800	0	1.2500	Each	-	\$1,000.00
repeat set-up charge	repeat set-up charge	1	1	0	25.0000	Each	-	\$25.00
Graduation Stress Relieve	Graduation Stress Reliever Black White imprint	300	300	0	2.0000	Each	-	\$600.00
repeat set-up	repeat set-up charge	1	1	0	25.0000	Each	-	\$25.00
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$1,650.00	\$95.07	-	\$1,745.07	-	-	\$1,745.07 USD		

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

**Thank you for your business!**

-----  
Please detach this portion and return with your payment.

## Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001873A	2/22/2023	\$1,745.07 USD

## BILL TO:

College of Dupage  
Accounting  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

## PLEASE SEND PAYMENT TO:

Proforma  
P.O. Box 640814  
Cincinnati, OH 45264-0814

"Franzen, Sue" <sue.franzen@proforma.com>

---

**[External] Purchase Order P0005696 - Bill #BE35001873A from Proforma Premiums**

---

"Franzen, Sue" <sue.franzen@proforma.com>

Wed, Feb 22, 2023 at 05:08 PM UTC

CC:

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.

Attached please find the invoice for PE35005696.

Thank you!

**Proforma Premiums**

**Sue Franzen** • Owner

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

---

**2 attachments**

image001.jpg

Customer Bill BE35001873A.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1512676  
Vendor Name: Sue Franzen  
Invoice Number: BE35001913A  
Invoice Date: 4/18/2023  
PO Number: P0006279  
Check Number: E0094906  
Check Amount: \$ 7,983.07  
Check Date: 04/26/2023  
Voucher Number: V0783197  
Document Type: AP Invoice

Document Below



# Original Bill

Bill Number BE35001913A  
Bill Date 4/18/2023  
Due Date 6/16/2023  
Terms Net 60  
Sales Order SE35001913  
Sales Person Sue Franzen

## Proforma Premiums

Telephone: 630-844-3147  
Email: [sue.franzen@proforma.com](mailto:sue.franzen@proforma.com)

## Sold To

Jessica Lang  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Phone: 630-942-2447  
[langj@cod.edu](mailto:langj@cod.edu)

## Shipped To

College of Dupage  
Jessica Lang  
Rec #P0006279  
425 Fawell Blvd., HSC 1229  
Glen Ellyn, IL 60137

Customer PO: P0006279

Customer Reference: mobile stand tooth stress pens, ruler

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Moptopper	Moptopper Mobile Stand with Key Chain Lime Green Black imprint  1"wide x .5"h	250	250	0	1.9500	Each	-	\$487.50
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Tooth Stress	Tooth Stress One color imprint in black  1"w x 1.25"h	150	150	0	1.7500	Each	-	\$262.50
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Southlake	Southlake Prime Pen Purple Purple imprint to match pen  1 3/4"w x 3/5"h	250	250	0	0.4800	Each	-	\$120.00
6" Ruler	6" ruler with magnifier Black imprint  2"wide x 1/4"h	100	100	0	1.4900	Each	-	\$149.00
set-up charge	set-up charge	1	1	0	35.0000	Each	-	\$35.00
Micro Sticky Book	Micro Sticky Book Green White imprint  1.25" w x 2.25"h	200	200	0	1.7500	Each	-	\$350.00
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00

## Remittance Advice - Shown on last page

Billed Customer #	Bill Number	Bill Date	Amount Due
Continued	Continued	Continued	Continued

<b>Customer PO: P0006279</b>								
<b>Customer Reference: mobile stand tooth stress pens, ruler</b>								
Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Lavon	Lavon stylus pen Green White imprint  2 1/2"w x 1/2"h	250	250	0	0.8500	Each	-	\$212.50
Lavon	Lavon stylus pen Silver with dark green imprint  2 1/2wide x 1/2"h	250	250	0	0.8500	Each	-	\$212.50
Micro Sticky Book	Micro Sticky Book Silver with dark green imprint  1.25"w x 2.25"h	200	200	0	1.7500	Each	-	\$350.00
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Coaster	Foam Auto Cup Holder Coaster white with dark green text  2 1/2" diameter	250	250	0	1.2000	Each	-	\$300.00
set-up charge	set-up charge	1	1	0	50.0000	Each	-	\$50.00
Lavon	Lavon Stylus Blue White imprint  Imprint area: 2 1/2"w x 1/2"h	250	250	0	0.8500	Each	-	\$212.50
Lung Stress	Lung Stress Reliever Imprint in black  1.75"w x .75"h	150	150	0	1.7500	Each	-	\$262.50
set-up charges	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Lavon	Lavon stylus pens Green White imprint  1 1/2"w x 1/2"h	250	250	0	0.8500	Each	-	\$212.50
Writing Pad	Folder with writing pad Green Black imprint  6w x 4h	100	100	0	3.9500	Each	-	\$395.00
set-up	set-up	1	1	0	55.0000	Each	-	\$55.00
Badge Holder	Heart Shaped Retractable Badge Holder Blue White imprint  1 1/4" diameter	250	250	0	1.0500	Each	-	\$262.50
set-up	set-up charge	1	1	0	60.0000	Each	-	\$60.00
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$4,264.00	\$410.00	-	\$4,674.00	-	-	\$4,674.00 USD		

Remittance Advice - Shown on last page

Billed Customer #	Bill Number	Bill Date	Amount Due
Continued	Continued	Continued	Continued

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

**Thank you for your business!**

-----  
*Please detach this portion and return with your payment.*

**Remittance Advice**

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001913A	4/18/2023	\$4,674.00 USD

**BILL TO:**

College of Dupage  
Accounting  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**PLEASE SEND PAYMENT TO:**

Proforma  
P.O. Box 640814  
Cincinnati, OH 45264-0814

"Franzen, Sue" <sue.franzen@proforma.com>

---

**[External] Purchase Order P0006279 - Bill #BE35001913A from Proforma Premiums**

---

"Franzen, Sue" <sue.franzen@proforma.com>

Tue, Apr 18, 2023 at 09:52 PM UTC

CC:

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.

Attached are the following bill(s):

BE35001913A | 4674.00 USD | 04/18/2023 | PO #: P0006279

Please let me know if you have any questions or need additional information.

Thank you very much for your business!

**Proforma Premiums**

**Sue Franzen** • Owner

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

[Click here to Find Proforma Promotional Products](#)

---

**2 attachments**

image001.jpg

Customer Bill BE35001913A.pdf



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1512676  
Vendor Name: Sue Franzen  
Invoice Number: BE35001942A  
Invoice Date: 4/24/2023  
PO Number: P0006578  
Check Number: E0094906  
Check Amount: \$ 7,983.07  
Check Date: 04/26/2023  
Voucher Number: V0783794  
Document Type: AP Invoice

Document Below



# Original Bill

Bill Number BE35001942A  
Bill Date 4/24/2023  
Due Date 6/22/2023  
Terms Net 60  
Sales Order SE35001942  
Sales Person Sue Franzen

## Proforma Premiums

Telephone: 630-844-3147  
Email: [sue.franzen@proforma.com](mailto:sue.franzen@proforma.com)

## Sold To

Sheri Gross  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Phone: 630-942-2626  
[gross384@cod.edu](mailto:gross384@cod.edu)

## Shipped To

College of Dupage  
Jaime Thompson  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**Customer PO: P0006578**

**Customer Reference: Apparel - COD Bag logo - Sheri Gross**

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Ladies Cardigan	Ladies Cardigan Black Embroidered left chest 1 small 1 medium	2	2	0	45.0000	Each	-	\$90.00
Ladies Cardigan - 2xlarge	Ladies Cardigan Black Embroidered left chest 1 2xlarge	1	1	0	48.0000	Each	-	\$48.00
Men's Cardigan	Men's Cardigan Black Embroidered left chest 2 large 2 xlarge	4	4	0	45.0000	Each	-	\$180.00
Line-Item Total		Freight Amount		Tax Amount		Sub Total		Deposits
\$318.00		\$22.00		-		\$340.00		Credits/Discounts
								Amount Due:
								\$340.00 USD

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

**Thank you for your business!**

-----  
Please detach this portion and return with your payment.

## Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001942A	4/24/2023	\$340.00 USD

## BILL TO:

College of Dupage  
Accounting  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

## PLEASE SEND PAYMENT TO:

Proforma  
P.O. Box 640814  
Cincinnati, OH 45264-0814

**\*\*Franzen, Sue"** <sue.franzen@proforma.com>

---

**[External] Purchase Order P0006578 - Bill #BE35001942A from Proforma Premiums**

---

**"Franzen, Sue"** <sue.franzen@proforma.com>

Mon, Apr 24, 2023 at 08:19 PM UTC

CC:

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.

Attached are the following bill(s):

BE35001942A | 340.00 USD | 04/24/2023 | PO #: P0006578

Please let me know if you have any questions or need additional information.

Thank you very much for your business!

**Proforma Premiums**

**Sue Franzen • Owner**

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

[Click here to Find Proforma Promotional Products](#)

---

**2 attachments**

image001.jpg

Customer Bill BE35001942A.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001946A

Invoice Date: 4/24/2023

PO Number: P0006586

Check Number: E0094906

Check Amount: \$ 7,983.07

Check Date: 04/26/2023

Voucher Number: V0783795

Document Type: AP Invoice

Document Below



# Original Bill

Bill Number BE35001946A  
Bill Date 4/24/2023  
Due Date 6/22/2023  
Terms Net 60  
Sales Order SE35001946  
Sales Person Sue Franzen

## Proforma Premiums

Telephone: 630-844-3147  
Email: [sue.franzen@proforma.com](mailto:sue.franzen@proforma.com)

## Sold To

Barb Stamets  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Phone: 630-942-4209  
[stametsb@cod.edu](mailto:stametsb@cod.edu)

## Shipped To

College of Dupage  
Barb Stamets  
Rec #P0006586  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Customer PO: P0006586

Customer Reference: Apparel - Arts Communication and Hospita

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Ogio Ladies Full Zip	OGIO Ladies Transition Full-Zip. <b>Color: Blacktop Hthr: 1 - 4XL</b>	1	1	0	81.0000	Each	-	\$81.00
Carhartt Sweatshirt	Carhartt Midweight Hooded Logo Sweatshirt <b>Color: CarbonHthr: 1 - 5XL</b>	1	1	0	65.0000	Each	-	\$65.00
Carhartt Vest	Carhartt Gilliam Vest <b>Color: Shadow Grey: 1 - L</b>	1	1	0	93.0000	Each	-	\$93.00
Ogio Jacket	OGIO Grit Fleece Jacket. <b>Color: Diesel Gry Hthr: 1 - 4XL</b>	1	1	0	81.0000	Each	-	\$81.00
Ogio Soft Shell	OGIO ENDURANCE Ladies Crux Soft Shell. <b>Color: Blacktop: 1 - L</b>	1	1	0	85.0000	Each	-	\$85.00
BB18003	Brooks Brothers Women's Wrinkle-Free Stretch Nailhead Shirt <b>Color: ClubGreen: 1 - S</b>	1	1	0	60.0000	Each	-	\$60.00
Ogio Full Zip Hoodie	OGIO Ladies Flux Full-Zip Hoodie <b>Color: BktpHthr: 1 - XL</b>	1	1	0	75.0000	Each	-	\$75.00
PA Jacket	Port Authority Ladies Digi Stripe Fleece Jacket. <b>Color: Purple: 1 - L</b>	1	1	0	51.0000	Each	-	\$51.00
Brooks Brothers 1/2 Butto	Brooks Brothers Mid-Layer Stretch 1/2-Button <b>Color: PineHthr: 1 - L</b>	1	1	0	63.0000	Each	-	\$63.00

## Remittance Advice - Shown on last page

Billed Customer #	Bill Number	Bill Date	Amount Due
Continued	Continued	Continued	Continued

**Customer PO: P0006586**

**Customer Reference: Apparel - Arts Communication and Hospita**

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
tape edit	embroidery left chest - white thread COD College of DuPage Arts, Communications and Hospitality	1	1	0	30.0000	Each	-	\$30.00
	tape edit charge							

Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:
\$684.00	\$40.00	-	\$724.00	-	-	<b>\$724.00 USD</b>

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

**Thank you for your business!**

-----  
*Please detach this portion and return with your payment.*

**Remittance Advice**

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001946A	4/24/2023	\$724.00 USD

**BILL TO:**

College of Dupage  
Accounting  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**PLEASE SEND PAYMENT TO:**  
Proforma  
P.O. Box 640814  
Cincinnati, OH 45264-0814

"Franzen, Sue" <sue.franzen@proforma.com>

---

**[External] Purchase Order P0006586 - Bill #BE35001946A from Proforma Premiums**

---

"Franzen, Sue" <sue.franzen@proforma.com>

Mon, Apr 24, 2023 at 08:44 PM UTC

CC:

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.

Attached are the following bill(s):

BE35001946A | 724.00 USD | 04/24/2023 | PO #: P0006586

Please let me know if you have any questions or need additional information.

Thank you very much for your business!

**Proforma Premiums**

**Sue Franzen • Owner**

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

[Click here to Find Proforma Promotional Products](#)

---

**2 attachments**

Customer Bill BE35001946A.pdf

image001.jpg

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1512676  
Vendor Name: Sue Franzen  
Invoice Number: BE35001944A  
Invoice Date: 4/24/2023  
PO Number: P0006644  
Check Number: E0094906  
Check Amount: \$ 7,983.07  
Check Date: 04/26/2023  
Voucher Number: V0783797  
Document Type: AP Invoice

Document Below





# Original Bill

## Proforma Premiums

Telephone: 630-844-3147

Email: [sue.franzen@proforma.com](mailto:sue.franzen@proforma.com)

Bill Number BE35001944A

Bill Date 4/24/2023

Due Date 6/22/2023

Terms Net 60

Sales Order SE35001944

Sales Person Sue Franzen

## Sold To

Angela Bender  
College of DuPage  
BIC 1520D  
425 Fawell Blvd.  
GLEN ELLYN, IL 60137  
Phone: 630-942-2469  
[bendera893@cod.edu](mailto:bendera893@cod.edu)

## Shipped To

College of Dupage  
Julie Wolfe  
Rec #P0006644  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Customer PO: P0006644

Customer Reference: islimster twist pen - green/silver

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
islimster twist	islimster twist pen green with silver imprint  Imprint area: 1 3/4" w x 3/4" h	1,000	1,000	0	0.4700	Each	-	\$470.00

Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:
\$470.00	\$30.00	-	\$500.00	-	-	\$500.00 USD

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

**Thank you for your business!**

-----  
*Please detach this portion and return with your payment.*

## Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001944A	4/24/2023	\$500.00 USD

## BILL TO:

College of Dupage  
Accounting  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

## PLEASE SEND PAYMENT TO:

Proforma  
P.O. Box 640814  
Cincinnati, OH 45264-0814

"Franzen, Sue" <sue.franzen@proforma.com>

---

**[External] Purchase Order P0006644 - Bill #BE35001944A from Proforma Premiums**

---

"Franzen, Sue" <sue.franzen@proforma.com>

Mon, Apr 24, 2023 at 08:11 PM UTC

CC:

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.

Attached are the following bill(s):

BE35001944A | 500.00 USD | 04/24/2023 | PO #: P0006644

Please let me know if you have any questions or need additional information.

Thank you very much for your business!

**Proforma Premiums**

**Sue Franzen** • Owner

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

[Click here to Find Proforma Promotional Products](#)

---

**2 attachments**

Customer Bill BE35001944A.pdf

image001.jpg