

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1212793

**Vendor Name:** Chef by Request - CBR Ind.

**Check Details:**

**Check Number:** E0106542

**Check Amount:** \$ 1,452.63

**Check Date:** 3/26/2025

**Invoice Details:**

**Invoice Number:** E21054

**Invoice Date:** 3/15/2025

**PO Number:** B0002526

**Voucher Number:** V0878925

**Document Type:** AP Invoice

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**Document Below**



# Event Invoice

## COD Green Room Dinner

Saturday, March 15, 2025  
E21054

Client COD	Event Date 3/15/2025 (Sat)	Telephone (630) 942-3008	Site Tel (630) 942-3008	Event # E21054
Address 425 Fawell Blvd		Booking Contact Hopper, Joe	Site Contact ,	Guests 30 (Pln)

30	Price per Person with Two Entree Selections @ 32.00	960.00
30	Roasted Corn and Poblano Chowder *VEG* @ 4.00	120.00
1	VIP Dessert Bars (48 Pieces) @ 85.00	85.00
1	CBR Disposable Delivery - Set Up @ 75.00	75.00
30	Disposable Service Ware - Upgrade @ 2.40	72.00
7	Disposable Heat & Go Pack @ 8.95	62.65

	Food	Hot Line	Cold Line	Liquor	Beverage	Equipment	Labor	Other	Total
Subtotal	1,165.00	0.00	0.00	0.00	0.00	134.65	75.00	0.00	1,374.65
Supply Costs Surcharge	69.90	0.00	0.00	0.00	0.00	8.08	0.00	0.00	77.98
Total	1,234.90	0.00	0.00	0.00	0.00	142.73	75.00	0.00	1,452.63

Paid	0.00
Balance	1,452.63

Subtotal	1,374.65
Supply Costs Surcharge	77.98
Tax	0.00
Total Value	1,452.63

Please make all checks payable to:  
Chef by Request - 5100 Academy Dr., #200, Lisle, IL 60532

A Convenience Fee of 3% will be assessed on all charges.

Amanda Ingle <aingle@chefbyrequest.com>

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**[External] COD Green Room Dinner 3/15/2025 ~ Final Invoice**

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Amanda Ingle <aingle@chefbyrequest.com>

Tue, Mar 18, 2025 at 08:22 PM UTC

CC: Hopper, Joe <hopper@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 –

Attached is a copy of your final invoice. The balance due by **April 14<sup>th</sup>** is **\$1,452.63**. To pay by credit card, simply fill out the payment box on the invoice (including CVV and billing address) or I can send you a link to pay online at your request. All credit card payments will incur a 3% processing fee. You may also mail us a company or cashier's check or pay via ACH.

\*Please note, no gratuity is currently included for the delivery/set-up. Should you wish to add this to your invoice, please let me know.

Let me know of any final questions or concerns you may have.

Thank you,

**Amanda Ingle**

**Director of Weddings & Special Events**

**Chef By Request Catering**

[www.chefbyrequest.com](http://www.chefbyrequest.com)

**Main/Office: 630.493.4300**

**Direct/Office: 630.796.7376**

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**4 attachments**

image001.jpg

COD Green Room Dinner INVOICE 3-15.pdf

image002.png

image003.png