

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1512676 **Vendor Name:** Sue Franzen

Check Details:

Check Number: E0110374 **Check Amount:** \$ 2,225.65 **Check Date:** 11/4/2025

Invoice Details:

Invoice Number: BE35002885A **Invoice Date:** 11/3/2025 **PO Number:** P0019935 **Voucher Number:** V0912722

Document Type: AP Invoice

Document Below



Original Bill

Bill Number BE35002885A

Bill Date 11/3/2025

Due Date 1/1/2026

Terms Net 60

Sales Order SE35002885

Sales Person Sue Franzen

Proforma Premiums

Telephone: 630-844-3147

Email: 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

Shipped To

College of DuPage
Jessica Lang
Rec #P0019935
425 Fawell Blvd.
Glen Ellyn, IL 60137

Customer PO: P0019935**Customer Reference: Balm,Mints,Kits,Pens,Sanitizers**

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Mini Lip Balm	All Natural Lip Balm Flavor - Vanilla - 250 pieces Spearmint - 250 pieces Exact repeat of previous order PE35002339A	500	500	0	0.8500	Each	-	\$425.00
Pastel Buttermints	Pastel Butter Mints Green wrapper - close to PMS 343 green White imprint Exact repeat of previous order PE35002339C 2 cases (1000 mints per case)	2	2	0	97.4500	Each	-	\$194.90
repeat set-up	repeat set-up charge	1	1	0	24.0000	Each	-	\$24.00
First Aid Kits	Essentials First Aid Kits Black Pouch Decal imprint in green	250	250	0	0.5400	Each	-	\$135.00
set-up	set-up charge	1	1	0	50.0000	Each	-	\$50.00
Stylus Pen	Lavon Stylus Chrome Pen Blue White imprint Exact repeat of previous order PE35002579A	255	255	0	0.9000	Each	-	\$229.50
Hand Sanitizer	Credit Card Style Antibacterial Hand Sanitizer Green Full color decal Exact repeat of previous order PE35002339D	675	675	0	1.3500	Each	-	\$911.25
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$1,969.65	\$256.00	-	\$2,225.65	-	-	\$2,225.65 USD		

Remittance Advice - Shown on last page

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

Notes:
First Aid Kits at discounted price - \$0.54 each
These were printed on a decal instead of direct print.
Jessica kept them at discounted price.

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	BE35002885A	11/3/2025	\$2,225.65 USD

BILL TO:

College of DuPage
Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

PLEASE SEND PAYMENT TO:

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

Sue Franzen <sue.franzen@proforma.com>

[External] Purchase Order P0019935 - Bill #BE35002885A from Proforma Premiums

Sue Franzen <sue.franzen@proforma.com>

Mon, Nov 3, 2025 at 06:51 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 is the following bill(s):

Customer Bill: BE35002885A | 2225.65 USD | 11/03/2025 | PO #: P0019935

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

Thank you very much for your business.

Sue Franzen

Owner

(630) 844-3147

Proforma Premiums

<http://www.proforma.com/premiums>

1 attachment

Customer_Bill_BE35002885A.pdf