

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: 90E3501272

Invoice Date: 12/21/17

PO Number: P0355466

Check Number: 0229966

Check Amount: \$ 1,966.75

Check Date: 01/17/2018

Department ID: 15065

Reviewer Name:

Voucher Number: V0490343

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: yearmanc@cod.edu
Sent: Thu Dec 21 13:16:57 CST 2017
To: invoicing@cod.edu
CC:
Subject: FW: Your PO#355466

Please process attached invoice for payment. Items were fully received yesterday, December 20, 2017. Thank you.

Cindy Yearman
X2674

From: Franzen, Sue [mailto:sue.franzen@proforma.com]
Sent: Thursday, December 21, 2017 11:47 AM
To: Invoicing <invoicing@cod.edu>
Cc: Yearman, Cynthia <yearmanc@cod.edu>
Subject: Your PO#355466

Attached please find an invoice for pencils order for Cindy Yearman.
Your PO#355466. They were delivered yesterday.
Thank you.

Happy Holidays!

Sue Franzen
Proforma Premiums
Franchise Owner

520 Kingsway Drive
Aurora, IL 60506
630.844.3147 • fax 630.340.5321

<http://proforma.com/premiums> (website)
<https://www.youtube.com/watch?v=Kd5LGWTgkA4> (video)



Proforma Premiums

Telephone...: (630) 844-3147

Email.....: sue.franzen@proforma.com

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Business address

College of DuPage

Attn: Cynthia Yearman

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3501272

Document date: 12/21/2017

Page: 1 of 1

Sales order: S0E35001420

Customer PO#.....: 355466

Your ref.: Lucky Pencils for Cindy Y

Entered by: SUF

Payment Terms: Net 30

Invoice account....: C0E3500193

Customer account: C0E3500193

Salesperson.....: Sue Franzen

3 WAY MATCH

Delivery address

College of DuPage

Shipping & Rec #355466

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
IP1	International Pencils Green with white imprint sharpened 1250 for Naperville 1250 for Westmont	2,500	EA	0.1800	450.0000
Setup	copy change	1	EA	15.0000	15.0000
Freight non-taxable	Freight	1	EA	49.0000	49.0000

Subtotal
465.00

Freight subtotal
49.00

Tax Amount
0.00

Invoice Amount
\$514.00 USD

Original Invoice REMITTANCE ADVICE

Please detach this portion and return with your payment

PAY THIS AMOUNT

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3501272	12/21/2017	\$514.00	USD

Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1512676
Vendor Name: Sue Franzen
Invoice Number: 90E3501266
Invoice Date: 12/15/17
PO Number: P0355308
Check Number: 0229966
Check Amount: \$ 1,966.75
Check Date: 01/17/2018
Department ID: 00441
Reviewer Name: Angela Barrett
Voucher Number: V0490447
Redaction Type: None
Document Type: AP Invoice

Document Below

From: sue.franzen@proforma.com
Sent: Fri Dec 15 12:15:35 CST 2017
To: invoicing@cod.edu
CC: elijah@cod.edu
Subject: Invoice for your PO#355308

Attached please find the invoice for your PO #355308.
Jeff Elijah ordered buttons recently.
Please let me know if you have questions.

Happy Holidays!

Sue Franzen
Proforma Premiums

Franchise Owner

520 Kingsway Drive

Aurora, IL 60506

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P.O. Box 640814

Cincinnati, OH 45264-0814

Business address

College of DuPage

Attn: Jeff Elijah

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3501266

Document date: 12/15/2017

Page: 1 of 1

Sales order: S0E35001411

Customer PO#.....: 355308

Your ref.: Buttons

Entered by: SUF

Payment Terms: Net 30

Invoice account....: C0E3500193

Customer account: C0E3500193

Salesperson.....: Sue Franzen

Delivery address

College of Dupage

Shopping & Rec #355308

425 Fawell Blvd.

Glen Ellyn, IL 60137

APPROVED
12/20/17 - SHANNON TOLER

Item	Description	Quantity	Unit	Unit price	Amount
Round Buttons	Circle 3x3 buttons Full color imprint	1,500	EA	0.4200	630.0000
Proof	email proof to sue.franzen@proforma.com	1	EA	0.0000	0.0000
Setup	Freight	1	EA	42.7500	42.7500

Subtotal

672.75

Freight subtotal

0.00

Tax Amount

0.00

Invoice Amount

\$672.75

USD

Original Invoice
REMITTANCE ADVICE

Please detach this portion and return with your payment

PAY THIS AMOUNT

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3501266	12/15/2017	\$672.75	USD

Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: 90E3501294

Invoice Date: 01/10/18

PO Number: P0355492

Check Number: 0229966

Check Amount: \$ 1,966.75

Check Date: 01/17/2018

Department ID: 00821

Reviewer Name:

Voucher Number: V0491486

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: sue.franzen@proforma.com
Sent: Thu Jan 11 13:39:13 CST 2018
To: invoicing@cod.edu
CC: kepnickk@cod.edu
Subject: Invoice for your PO#355492

Attached please find an invoice for lanyards that were ordered for Kristen Kepnick on your PO #355492.

Please let me know if you have any questions.
Thank you.

Sue Franzen
Proforma Premiums

Franchise Owner

520 Kingsway Drive

Aurora, IL 60506

630.844.3147 • fax 630.340.5321

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Email.....: sue.franzen@proforma.com

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

3 WAY MATCH

Business address

College of DuPage

Attn: Renee Oakley

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3501294

Document date: 1/10/2018

Page: 1 of 1

Sales order: S0E35001425

Customer PO#.....: 355492

Your ref.: 3/4" Sublimated Recyclec

Entered by: SUF

Payment Terms: Net 30

Invoice account....: C0E3500193

Customer account: C0E3500193

Salesperson.....: Sue Franzen

Delivery address

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
4-sub-rec 3/4"	3/4" Digitally Sublimated Recycled Landyard Full color imprint on both side	250	EA	3.0000	750.0000
Freight non-taxable	Freight non-taxable	1	EA	30.0000	30.0000

<u>Subtotal</u>	<u>Freight subtotal</u>	<u>Tax Amount</u>	<u>Invoice Amount</u>
750.00	30.00	0.00	\$780.00 USD

Original Invoice REMITTANCE ADVICE

Please detach this portion and return with your payment

PAY THIS AMOUNT

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3501294	1/10/2018	\$780.00	USD

Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Remit-to

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Cincinnati, OH 45264-0814