

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087624
Vendor Name: M&M The Special Events Company
Invoice Number: 0002229969
Invoice Date: 10/17/17
PO Number: P0354550
Check Number: E0064755
Check Amount: \$ 5,284.00
Check Date: 01/03/2018
Department ID: 00445
Reviewer Name: Lynda Nagle
Voucher Number: V0484671
Redaction Type: None
Document Type: AP Invoice

Document Below

From: naglel@cod.edu

Sent: Wed Nov 01 14:06:28 CDT 2017

To: invoicing@cod.edu

CC:

Subject: MM invoice for Admissions College Fair Process payment under PO 354550

APPROVED

12/18/17 - TAMARA MCCLAIN

Thank you.

Lynda Nagle

Administrative Assistant

Office of Admissions and Outreach

College of DuPage

425 Fawell Blvd. | SSC 2207 | Glen Ellyn, IL 60137-6599

Phone: 630.942.2441 | Fax: 630.790.2686 | naglel@cod.edu





INVOICE

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COLLEGE FAIR 2017-2229969

9480 W. 55th Street, McCook, IL 60525
PH:708-485-8010

Invoice: 0002229969
Date: 10-17-2017
Due Date: 12-16-2017
Customer: 349904
Printed by: JROBERTS

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COLLEGE OF DUPAGE
ATTN: BONNY BALFANZ, Event Manager
425 FAWELL
GLEN ELLYN, IL 60137

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COLLEGE OF DUPAGE
ATTN: BONNY BALFANZ
425 FAWELL
GLEN ELLYN, IL 60137
TEL: (630) 942-3319

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SAME AS SHIP TO ADDRESS

Day Date Time
Install: TUE 10/17/2017 06:00 AM
Event: TUE 10/17/2017 06:00 PM
Pick-Up: TUE 10/17/2017 09:00 PM

PO#: 354550
Order Descr: TARP/TABLE/CHAIR
Referred by :
Telephone# :

Ordered by : BONNY BALFANZ
of Guests :
Salesperson : DAVID YARGUS
Entered by : JROBERTS
Terms : NET60

Quantity	Return	Description	Unit Price	Total
		TIME SENSITIVE DEL		
		TIME SENSITIVE P/U		

		THE M&M TEAM MEMBERS READY TO HELP YOU ARE:		
		DAVID YARGUS 708-243-1068		
		JEANNETTE ROBERTS 708-485-8581		
		AFTER HOURS CONTACT: 708-570-1701		

		PLEASE SEE ATTACHED DIAGRAM		
		OUR STAFF TO SETUP/TEARDOWN TABLES/CHAIRS		
		***** DELIVERY INFORMATION *****		
		INSTALLATION MUST BE COMPLETE BY: TUE, 10/17 - 2:00PM (HARD TIME)		
		.		
		.EVENT USE DATE(S): TUES, 10/17		
		EVENT TIME(S): 6:00PM -8:30PM		
		.		
		STRIKE/ PICK UP MUST BE COMPLETE BY: TUES, 10/17 - BEGIN AT 9:00PM UNTIL COMPLETE		
		.		
		SITE CONTACT: BONNY BALFANZ		
		SITE CONTACT PHONE: 630-606-8862		
		.		

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Quantity	Return	Description	Unit Price	Total
		***** RENTAL ITEMS *****		
1		TARP INSTALLATION	\$800.00	\$800.00
10		TAPE, DUCT GREEN 3"	\$15.00	\$150.00
-10		ITEM DISCOUNT FOR TAPE, DUCT GREEN 3"	\$5.00	-\$50.00
		** TABLES ** ** SET **		
250		TABLE, 6' X 30" BANQUET	\$9.79	\$2,447.50
250		ITEM DISCOUNT FOR TABLE, 6' X 30" BANQUET	-\$1.14	-\$35.00
18		LABOR, TABLES SET UP/TAKE DOWN	\$2.50	\$45.00
250		LABOR, TABLES SET UP/TAKE DOWN	\$2.50	\$625.00
-250		DISCOUNT, GOODWILL	\$1.31	-\$327.50
		SETTING UP (18) OF CLIENT'S TABLES ALONG WITH OUR (250) TABLES		
		NO LINENS REQUIRED BY CLIENT		
		** CHAIRS ** ** SET **		
500		CHAIR, SAMSONITE FOLDING BLACK	\$2.59	\$1,295.00
500		ITEM DISCOUNT FOR CHAIR, SAMSONITE FOLDING BLACK	-\$1.02	-\$510.00
500		LABOR, CHAIRS SET UP / TAKE DOWN	\$0.75	\$375.00
		***** MISCELLANEOUS ITEMS *****		
1		DELIVERY & PICKUP ZONE 1	\$89.00	\$89.00
1		TIME SENSITIVE DELIVERY FEE 30 MIN - 2 HR WINDOW	\$165.00	\$165.00
1		AFTER HOURS PICKUP FEE - 8PM - 10PM OR 4AM - 6AM	\$215.00	\$215.00

RENTAL TOTAL:	3,742.50
SALES TOTAL:	150.00
MISC. TOTAL:	2,314.00
STD.DISCOUNT (.00 %):	.00
OTHER DISCOUNTS:	-922.50
TAX TOTAL:	.00
INVOICE TOTAL:	5,284.00
PAYMENTS / CREDITS:	.00
BALANCE DUE:	\$5,284.00

CANCELLATION POLICY:

When you confirm your order, we reserve our rental inventory for your special event. Orders cancelled between 7 and 30 days prior to delivery are subject to a 25% cancellation charge. Orders cancelled between 1 and 7 days prior to delivery are subject to a 50% cancellation charge. Orders cancelled between 1 day and the close of business the business day prior to delivery are subject to a 75% cancellation charge. Cancellations

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after the close of business the business day prior to delivery are subject to a 100% cancellation charge. Other charges may be applicable if the Company has already incurred expenses pertaining to your order.

QUOTE POLICY

- Pricing valid for 30 days from the date your quote was received.
- Quotes confirmed and Orders changed or finalized within 14 days of delivery date may be subject to increased pricing.

TERMS AND CONDITIONS

The rental period commences on the "Install" date and ends on the "Pick-up" date shown on the Order. If Client makes greater use of the Rental Items than agreed upon, or does not return will-call items by the "Pick-up" date shown on the Order, additional fees will be charged.

Full Terms and Conditions - <https://classicpartyrentals.com/rental-terms-conditions>

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