

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: 90E3501351

Invoice Date: 03/13/18

PO Number: P0356374

Check Number: 0234874

Check Amount: \$ 10,235.29

Check Date: 04/11/2018

Department ID: 14625

Reviewer Name:

Voucher Number: V0500937

Redaction Type: None

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

Document Below

From: sue.franzen@proforma.com
Sent: Tue Mar 13 16:03:02 CDT 2018
To: invoicing@cod.edu
CC: fanellam@cod.edu
Subject: Your PO#356374 Invoice

Attached please find the invoice for your PO#356374.
These items were ordered for Melissa Fanella.
Thank you!

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

3 WAY MATCH

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Business address

College of DuPage

Attn: Melissa Fanella

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice # : 90E3501351

Document date : 3/13/2018

Page : 1 of 1

Sales order : S0E35001477

Customer PO# : 356374

Your ref. : Sunglasses, Totes, Hot/Cc

Entered by : SUF

Payment Terms : Net 30

Invoice account : C0E3500193

Customer account : C0E3500193

Salesperson : Sue Franzen

Delivery address

College of DuPage

Shipping & Rec #356374

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
S53080X	Kids Blues Brother Style Sunglasses Black White imprint	1,000	EA	0.8800	880.0000
Setup	Set-up charge	1	EA	20.0000	20.0000
Big Thunder	Big Thunder Grocery Tote Tropical Green White imprint	740	EA	1.6500	1,221.0000
Reflective Bag	NW Reflective Drawcord Bag Lime Green Black imprint	500	EA	2.0500	1,025.0000
Setup	set-up charge	1	EA	50.0000	50.0000
Hot/Cold Packs	Hot/Cold Packs Green Black imprint	500	EA	1.8900	945.0000
Setup	set-up charge	1	EA	55.0000	55.0000
Freight non-taxable	Freight non-taxable	1	EA	539.9100	539.9100

<u>Subtotal</u>	<u>Freight subtotal</u>	<u>Tax Amount</u>	<u>Invoice Amount</u>	
4,196.00	539.91	0.00	\$4,735.91	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	90E3501351	3/13/2018	\$4,735.91	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: 90E3501356

Invoice Date: 03/27/18

PO Number: P0356734

Check Number: 0234874

Check Amount: \$ 10,235.29

Check Date: 04/11/2018

Department ID: 00461

Reviewer Name:

Voucher Number: V0507239

Redaction Type: None

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

Document Below

From: sue.franzen@proforma.com
Sent: Tue Mar 27 13:47:15 CDT 2018
To: invoicing@cod.edu
CC: flores@cod.edu
Subject: Invoice for your PO#356734

Attached please find an invoice for your PO #356734.
Bags and water bottles were ordered for Cesar.

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

<http://proforma.com/premiums> (website)

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



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Remit-to

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P.O. Box 640814

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Business address

College of DuPage

Attn: Cesar Flores

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3501356

Document date: 3/27/2018

Page: 1 of 1

Sales order: S0E35001496

Customer PO#.....: 356734

Your ref.: Cosmetic Bags and Bottle

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 #356734

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
Setup	set-up charge	1	EA	50.0000	50.0000
Tritan Water Bottle	Tritan Water Bottle	240	EA	4.4900	1,077.6000
	Clear				
	PMS 343 green				
	One side of bottle				
Setup	set-up charge	1	EA	55.0000	55.0000
Freight non-taxable	Freight non-taxable	1	EA	173.0000	173.0000
Cosmetic	Microfiber Cosmetic Bags	145	EA	3.7500	543.7500
	Beige with black imprint				

Subtotal
1,726.35

Freight subtotal
173.00

Tax Amount
0.00

Invoice Amount
\$1,899.35 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	90E3501356	3/27/2018	\$1,899.35	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: 90E3501357

Invoice Date: 03/27/18

PO Number: P0356490

Check Number: 0234874

Check Amount: \$ 10,235.29

Check Date: 04/11/2018

Department ID: 63001

Reviewer Name:

Voucher Number: V0507241

Redaction Type: None

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

Document Below

From: sue.franzen@proforma.com
Sent: Tue Mar 27 13:45:13 CDT 2018
To: invoicing@cod.edu
CC: dimonteb@cod.edu
Subject: Your PO#356490

Attached please find the invoice for lapel pins ordered for Barb DiMonte.
This was on your PO #356490.

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

<http://proforma.com/premiums> (website)

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



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Telephone...: (630) 844-3147

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3 WAY MATCH

Remit to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Business address

College of DuPage

Attn: Barbara DiMonte

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3501357

Document date: 3/27/2018

Page: 1 of 1

Sales order: S0E35001485

Customer PO#.....: 356490

Your ref.: Lapel Pins

Entered by: SUF

Payment Terms: Net 30

Invoice account....: C0E3500193

Customer account: C0E3500193

Salesperson.....: Sue Franzen

Delivery address

College of Dupage

Shipping & Rec #356490

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
Lapel Pins	Lapel Pins	250	EA	1.7500	437.5000
Proof	Set-up charge	1	EA	85.0000	85.0000
Freight non-taxable	Freight	1	EA	24.4500	24.4500

<u>Subtotal</u>	<u>Freight subtotal</u>	<u>Tax Amount</u>	<u>Invoice Amount</u>
522.50	24.45	0.00	\$546.95 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	90E3501357	3/27/2018	\$546.95	USD

Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Remit-to

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Remit-to

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Business address

College of DuPage

Attn: Barbara DiMonte

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3501357
Document date: 3/27/2018
Page: 1 of 1
Sales order: S0E35001485
Customer PO#: 356490
Your ref.: Lapel Pins
Entered by: SUF
Payment Terms: Net 30
Invoice account....: C0E3500193
Customer account: C0E3500193
Salesperson.....: Sue Franzen

Delivery address

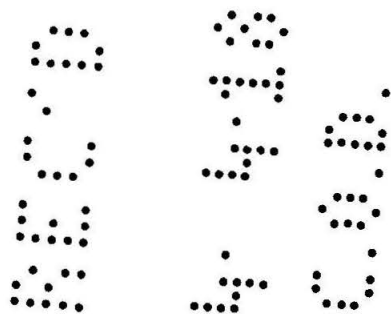
College of Dupage

Shipping & Rec #356490

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
Lapel Pins	Lapel Pins	250	EA	1.7500	437.5000
Proof	Set-up charge	1	EA	85.0000	85.0000
Freight non-taxable	Freight	1	EA	24.4500	24.4500



APPROVED

APR 04 2018

Subtotal
522.50

Freight subtotal
24.45

Tax Amount
0.00

Invoice Amount
\$546.95 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	90E3501357	3/27/2018	\$546.95	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: 90E3501365
Invoice Date: 03/29/18
PO Number: P0355680
Check Number: 0234874
Check Amount: \$ 10,235.29
Check Date: 04/11/2018
Department ID: 00821
Reviewer Name: Kristen Kepnick
Voucher Number: V0507310
Redaction Type: None
Document Type: AP Invoice

Document Below

From: sue.franzen@proforma.com
Sent: Thu Mar 29 09:43:05 CDT 2018
To: invoicing@ccd.edu
CC: kepnickk@ccd.edu
Subject: Invoice for your PO#355680

APPROVED
04/03/18 - KAREN KUHN

Good Morning,

Attached please find the invoice for your PO#355680.
These items were ordered for Kristen Kepnick and Renee Oakley.

Please let me know if I can answer any questions.

Thank you.
Happy Easter.

Sue Franzen
Proforma Premiums
Franchise Owner

520 Kingsway Drive
Aurora, IL 60506
630.844.3147

<http://proforma.com/premiums> (website)
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Business address

College of DuPage

Attn: Renee Oakley

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3501365

Document date: 3/29/2018

Page: 1 of 1

Sales order: S0E35001473

Customer PO#: 355680

Our: Tumblers, USB Drives, Jc

Entered by: SUF

Payment Terms: Net 00

Invoice account....: C0E3500193

Customer account: C0E3500193

Salesperson.....: Sue Franzen

APPROVED

04/03/18 - KAREN KUHN

Delivery address

College of Dupage

Shipping & Rec #355680

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
Tumbler	20 oz. Vacuum Insulated Stainless Steel Travel Tumbler Silver with BLACK imprint	100	EA	8.4000	840.0000
Setup	set-up charge	1	EA	55.0000	55.0000
USB Drive	Swing Drive 1 gig Body and imprint color PMS 343 Swivel grey	100	EA	6.5000	650.0000
Setup	set-up charge	1	EA	40.0000	40.0000
Travel Journal	Travel Journal with Card Pockets Black White imprint	150	EA	3.5000	525.0000
Setup	set-up charge	1	EA	55.0000	55.0000
Freight non-taxable	Freight	1	EA	146.4400	146.4400

INVOICE REVIEWED

OKAY TO PAY

Subtotal	Freight subtotal	Tax Amount	Invoice Amount
2,165.00	146.44	0.00	\$2,311.44 USD

KRISTEN KEPNICK 03/29/18

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	90E3501365	3/29/2018	\$2,311.44	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: 90E3501374

Invoice Date: 04/09/18

PO Number: P0356838

Check Number: 0234874

Check Amount: \$ 10,235.29

Check Date: 04/11/2018

Department ID: 02599

Reviewer Name:

Voucher Number: V0508912

Redaction Type: None

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

Document Below

From: sue.franzen@proforma.com
Sent: Mon Apr 09 11:30:24 CDT 2018
To: invoicing@cod.edu, fenwicks@cod.edu
CC:
Subject: Invoice for PO#356838

Attached please find the invoice for your PO#356838.
Apparel was ordered for Susan.

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

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



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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: Jim Vosicky

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3501374

Document date: 4/9/2018

Page: 1 of 1

Sales order: S0E35001506

Customer PO#.....: 356838

Your ref.: Fleece Jackets - Susan F

Entered by: SUF

Payment Terms: Net 30

Invoice account....: C0E3500193

Customer account: C0E3500193

Salesperson.....: Sue Franzen

Delivery address

College of Dupage

Shipping & Rec #356838

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
Black Jackets	Microfleece 1/4 zip black jackets small - xlarge Embroidered left chest	25	EA	24.0000	600.0000
Black Jackets	Microfleece 1/4 Zip - Black Jackets - embroidered 2xlarge	3	EA	25.0000	75.0000
Setup	embroidery tape charge	1	EA	30.0000	30.0000
Freight non-taxable	Freight	1	EA	36.6400	36.6400

Subtotal
705.00

Freight subtotal
36.64

Tax Amount
0.00

Invoice Amount
\$741.64 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	90E3501374	4/9/2018	\$741.64	USD

Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814