

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1377264

Vendor Name: Stevens & Tate, Inc.

Invoice Number: 48546

Invoice Date: 08/05/18

PO Number:

Check Number: E0068904

Check Amount: \$ 50.00

Check Date: 08/22/2018

Department ID: 11001

Reviewer Name:

Voucher Number: V0523613

Redaction Type: None

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

Document Below

EMPLOYEES

Welcome Molly!

AP VERIFIED

Voucher

08/21/18 - ROBERT MAREK

Voucher Number V0523613
 Voucher Amount \$50.00
 Vendor ID and/or Name 1377264 Stevens & Tate, Inc.

E-MAILED AUG 21 2018

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000
 Voucher Date 08/21/18 Voucher Maintenance Date 08/21/18 Due Date 08/23/18
 Invoice Number 48546 Invoice Date 08/05/18
 Check/Transaction Number Paid Date

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Website Hosting, August		1.000		50.0000	50.00	01-40-11001-5309001 Director of Performing Arts : Other Contractual Services Exp	48546			

Comments

Website Hosting, August 2018
 93 Website NONE

Approval Date Next Approval

Edna M. Gordon

OK

08/21/18



1900 S. Highland Avenue, Suite 200
Lombard, Illinois 60148
630/627-5200 • Fax: 630/627-5255
stevens-tate.com

Make Happen™
Things

Voucher

Invoice

McAninch Arts Center
Ellen McGowan
McAninch Arts Center
Glen Ellyn, IL 60137
C/O

Invoice #	48546
Invoice Date	8/5/2018
Due Date	9/4/2018
Terms	Net 30

Project MAC6018 - MAC Website Hosting
AE Nicole Wagner

VOUCHER# V0523613
E-MAILED AUG 21 2018

Monthly Hosting Services of the Web site includes estimations based on current storage, traffic and email usage.

Billing is for one month of services and are estimated by usage amount and traffic from the previous month.

Email is invoiced separately.

- Monthly Hosting billing in advance:

Web Services

\$50.00

Invoice Total \$50.00

Less Applied Payments \$0.00

Less Advance Billings \$0.00

Amount Due \$50.00

Site storage is billed in Gigabyte(GB) increments starting from the client's base charge.

Tier One: 0-1GB Base Charge

Tier Two: 1-3GB Base Charge + \$100

Tier Three: 3-5GB Base Charge + \$200

Additional: 5GB+ \$100 for each additional GB

Activation Fee: \$30 yearly charge for each domain hosted, other than main URL.

Domain Renewals: \$150 yearly charge for each domain renewed.

E-mail services for accounts over the 15 allocated are billed as follows:

1 - 50 \$2.00 per address

51 - 100 \$1.80 per account

101 - 150 \$1.70 per account

151 - 200 \$1.60 per account

200+ \$1.50 per account

Email services include administrative access for clients to administer their own email accounts. Endora will provide set up and initial training of email administration. After 30 days of usage, any email service training or troubleshooting requests made by client to Endora will be invoiced at the rate of \$120 per hour.

Service contract is for a minimum of one year and shall be automatically renewed at the then current fees for additional periods. Written notice required thirty days prior to cancellation of services.

Thank you for allowing us to be of service to you. Please make checks payable to: STEVENS & TATE, INC.
Payment terms are 30 days unless otherwise specified above. Tax ID number: 36-3838480

Mail payment to:
Stevens & Tate, Inc.
Accounting Dept
1900 S Highland Ave - STE 200
Lombard, IL 60148-4998

We now accept VISA, MasterCard, Discover & American Express and also offer auto-pay!

01-40-11001-5309001
93 WEBSITE HOSTING AUG. 2018 NONE

Ellen McGowan

08/21/18

From: junokasm@cod.edu
Sent: Tue Aug 21 11:18:09 CDT 2018
To: junokasm@cod.edu, invoicing@cod.edu
CC:
Subject: Scanned from a Xerox Multifunction Device

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: AR201WC7835 Device Name:
PRN303

[attachment: Scanned from a Xerox Multifunction Printer.pdf]