

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1086974
Vendor Name: Kelmscott Communications
Invoice Number: 99518011
Invoice Date: 09/28/18
PO Number: P0360445
Check Number: 0241650
Check Amount: \$ 1,045.00
Check Date: 10/17/2018
Department ID: 00745
Reviewer Name: Martha Johnson
Voucher Number: V0533836
Redaction Type: None
Document Type: AP Invoice

Document Below

From: jtews@fuseteam.com
Sent: Tue Oct 09 12:01:16 CDT 2018
To: invoicing@cod.edu
CC: johnsonm@cod.edu
Subject: Invoice #99518011

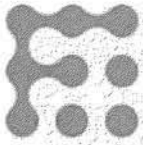
Thank you.

Jason Tews
Vice President



5656 McDermott Drive, Berkeley, IL 60163
x 708.449.8989 x 630.423.4205 x 630.327.6798

fuseteam.com



INVOICE

Invoice # 99518011
Invoice Date 9/28/18
Salesperson Jason Tews
Terms 1% 10 Net 30 day
P.O. # 360445
Job # 99518
Customer ID 10219

BILL TO:
College of Dupage
Martha Johnson
425 Fawell Blvd
Glen Ellyn, IL 60137-6708

APPROVED
10/10/18 - MAGDALENA OGRODNY

Quantity	Description	Unit Price	Amount
250	Covers	1,045.00	1,045.00
Subtotal			1,045.00
Sales Tax			0.00
Total Due			\$1,045.00

Invoice Amount \$1,045.00

INVOICE REVIEWED
OKAY TO PAY
MARTHA JOHNSON 10/09/18

●●● Thank you for your business.

Payment can be made by check payable to Fuse, LLC. To pay by credit card, call 708-449-8989.
Please note, there is a 3% processing fee for credit card payments.

FUSE KELMSCOTT 5656 McDermott Drive Berkeley, IL 60163 708.449.8989 invoice@fuseteam.com

Bill To:**College of DuPage**

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

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1086974
Kelmscott Communications
1665 Mallette Rd
Aurora, IL 60505

Attn: Jason M. Tews

Phone: 630-423-4205
Fax: 630-898-2183

PURCHASE ORDER

360445

Page: 1

Release Method: Hard Copy

Release Date: 09/26/2018

Created Date: 09/26/2018

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Johnson, Martha

PO Created By: Towne, Jordan

Purchase Order Comments:

Description: Estimate #19541

2-Single sheets

9x11

110 lb. Digital Index

Both 1/0 Color Digital (PMS 343)Match

PDF Proofs

Front Cover has a 2"x 4" die cut window

Back Cover has a 4" glue pocket

Due date requested: 5-7 days from receipt of Po.

F.O.B delivered to College of DuPage

Please contact Martha Johnson 630-942-2237 with any questions and delivery date.

Requisition Number(s): 669224

Requisitioner Name(s): Martha Johnson

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		250	Sets	Covers, 9x11, 110 lb. Digital index, 1/0 Pms 343, Front die cut window, back inside glued pocket	\$4.18	\$1,045.00
Deliver To: Johnson, Martha						
Sub Total: \$						1,045.00
Total: \$						1,045.00

Account Code Summary

Account Code	Account Description	Amount
01_80_00745_5401001		\$1,045.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.

Bill To:**College of DuPage**

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

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

360445

Page: 2**Release Method:** Hard Copy**Release Date:** 09/26/2018**Created Date:** 09/26/2018

5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

WINTRUST
COMMERCIAL BANKING

November 2, 2017

Fuse LLC/Kelmscott Communications
5656 McDermott Drive
Berkley, IL 60163-1101

To: Whom it may concern

This letter is to inform you that Fuse/Kelmscott has been a client of Village Bank & Trust, A Wintrust Community Bank, since May 2016 and has a checking account number 1405167447 with ABA/Routing Number 071925460.

If you have any questions please contact me at 847-590-7042.

Sincerely,



Matthew R Hammer
Senior Vice President
1545 Ellinwood Ave
Des Plaines, IL 60016
mhammer@wintrust.com

Additional Office Locations

Village Bank & Trust (Main Office)
234 W Northwest Highway
Arlington Heights, IL 60004

Wintrust Financial (Corporate Office)
9700 West Higgins Road
Rosemont, IL 60018