

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1270075
Vendor Name: Business Resource Services, In
Invoice Number: 04612A
Invoice Date: 03/13/20
PO Number: P0369233
Check Number: E0079762
Check Amount: \$ 1,250.00
Check Date: 04/08/2020
Department ID: 63001
Reviewer Name: Yvonne Bedford
Voucher Number: V0607847
Redaction Type: None
Document Type: AP Invoice

Document Below

From: pamela@brs-seattle.com
Sent: Fri Mar 13 13:28:56 CDT 2020
To: invoicing@cod.edu
CC: bedford@cod.edu
Subject: RE: College of DuPage PO 369233

Attached please find the revised invoice for PO 369233.

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

Pamela Leadbetter | Office Manager
Profit Mastery
PO Box 219, Hobart, WA 98025
206.284.5102 Phone | 206.282.4092 Fax
www.profitmastery.net | pamela@brs-seattle.com

From: Towne, Jordan [mailto:townej@cod.edu]
Sent: Wednesday, March 11, 2020 11:26 AM
To: Pamela Leadbetter <pamela@brs-seattle.com>
Cc: Bedford, Yvonne <bedford@cod.edu>; Hasse, Debra <hassed@cod.edu>
Subject: RE: College of DuPage PO 369233

Hi Pamela,



Can you please forward an updated copy of your W9 so we have a current one on file?

Thank you,

Jordan Towne
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

 [Click Here for current bids/Rfps!](#)
 [COD: Check out our Team Site!](#)

From: Pamela Leadbetter <pamela@brs-seattle.com>
Sent: Wednesday, March 11, 2020 1:24 PM
To: Towne, Jordan <townej@cod.edu>
Cc: Bedford, Yvonne <bedford@cod.edu>; Hasse, Debra <hassed@cod.edu>
Subject: RE: College of DuPage PO 369233

I just noticed, the address you have on your PO for us is our old address. Please note that our address has changed to:

Business Resource Services, Inc. dba Profit Mastery
PO Box 219
Hobart, WA 98025

Hobart, WA 98025

Phone number and contact name are still the same.

Thank you,
Pamela

Pamela Leadbetter | Office Manager
Profit Mastery
206.284.5102 Phone | pamela@brs-seattle.com

From: Towne, Jordan [<mailto:townej@cod.edu>]
Sent: Wednesday, March 11, 2020 10:21 AM
To: Pamela Leadbetter <pamela@brs-seattle.com>
Cc: Bedford, Yvonne <bedford@cod.edu>
Subject: College of DuPage PO 369233

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (**Reply ALL**) and process accordingly.

Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

*Respectfully,
Jordan Towne
Purchasing Expeditor*



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu



Business Resource Services Inc
PO Box 219
Hobart, WA 98025-0219
Phone 206-284-5102 Fax 206-282-4092
www.profitmastery.net

Invoice

Date	Invoice #
3/13/2020	04612a

Bill To

College of DuPage/ IL SBDC
425 Fawell Blvd.
Glen Ellyn, IL 60137
Attn: Ms. Debbie Hasse

APPROVED
04/06/20 - DANIEL DEASY

Description	Amount
Profit Mastery Participant's Guides (12 Guides at \$95.00 each)	1,140.00
Shipping - FedEx Ground 3/4/2020 to Debbie Hasse for David Gay	110.00
Purchase Order #369233	
INVOICE REVIEWED OKAY TO PAY YVONNE BEDFORD 03/13/20	
ALL INVOICES PAYABLE UPON RECEIPT. PLEASE NOTE: All fees are payable in U.S. Dollars.	Total \$1,250.00