

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1083217

Vendor Name: BWM Global, Inc.

Invoice Number: 33991

Invoice Date: 04/01/20

PO Number: P0369155

Check Number: E0079763

Check Amount: \$ 310.50

Check Date: 04/08/2020

Department ID: 00825

Reviewer Name:

Voucher Number: V0615823

Redaction Type: None

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

Document Below

BWM GLOBAL, INC.  
3740 Hawthorne Court  
Waukegan, IL 60087



Ship To: College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

## INVOICE

Bill To: College of DuPage  
Attn: Tom Carter, Chair, Physics Discipline  
425 Fawell Blvd, BIC3E04A  
Glen Ellyn, IL 60137

**3 WAY MATCH**

INVOICE DATE: 4/1/2020  
INVOICE NUMBER: 33991  
BWM SALES ORDER: BWL-1768  
AMOUNT DUE: \$310.50  
CLIENT P.O. NUMBER: 369155

### 36 Dark Green T-Shirts

College of DuPage logo with Physics Club tagline printed in White on left chest  
STEM logo printed on the back in White and Gray

Unit Price - \$8.50	6 S, 8 M, 10 L, 9 XL	\$	280.50
Unit Price - \$10.00	3 XXL	\$	30.00

TERMS WITH OPEN ACCOUNT: NET 30

A Service Charge will be added at the rate of 1½% per month on Past Due Amounts.

If you wish to pay by credit card, a 3.5% processing fee will be added to this invoice.

**SUB TOTAL:** \$310.50

**SALES TAX:** \$0.00

**INVOICE AMOUNT DUE:** \$310.50

3740 Hawthorne Court, Waukegan, IL 60087 \* Tel: (847) 785-1355 \* Fax: (847) 785-1712  
[www.bwmglobal.com](http://www.bwmglobal.com)

### REMITTANCE SLIP

Remit To: \* REMITTANCE ADDRESS \*  
BWM Global, Inc.  
3740 Hawthorne Ct  
Waukegan, IL 60087

Bill To: College of DuPage  
Attn: Tom Carter, Chair, Physics Discipline  
425 Fawell Blvd, BIC3E04A  
Glen Ellyn, IL 60137

Invoice Date: 4/1/2020  
Invoice No.: 33991  
BWM Sales Order No.: BWL-1768  
Invoice Amount Due: \$310.50

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From: ldonlon@bwmglobal.com  
Sent: Wed Apr 01 13:33:52 CDT 2020  
To: invoicing@cod.edu  
CC: cartert@cod.edu,jorgensenl@cod.edu  
Subject: Invoice From BWM Global  
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Hoping this email finds you all well and safe.

Please see the attached.

Thank you,

Lisa Donlon  
BWM Global  
630-291-6606

**From:** Carter, Tom <cartert@cod.edu>  
**Sent:** Monday, March 2, 2020 6:02 PM  
**To:** 'ldonlon@bwmglobal.com' <ldonlon@bwmglobal.com>; Jorgensen, Laurette <jorgensenl@cod.edu>  
**Cc:** Metcalf, Marsha <metcalf@cod.edu>; Fazzini, David <fazzinid@cod.edu>  
**Subject:** RE: Art Proof- BWM Global

Lisa,

The shirt looks good.

I had the student designer of the logo check it and that is what he wanted. I think the sport green color is pretty darn close to COD green if not dead on.

Tom Carter  
Chair, Physics Discipline  
College of DuPage  
<http://cod.edu/cartert>  
630-942-3346

**From:** Lisa Donlon <ldonlon@bwmglobal.com>  
**Sent:** Monday, March 2, 2020 3:24 PM  
**To:** Jorgensen, Laurette <jorgensenl@cod.edu>; Carter, Tom <cartert@cod.edu>  
**Cc:** Metcalf, Marsha <metcalf@cod.edu>  
**Subject:** Art Proof- BWM Global

Tom,

Attached is the art proof for your approval. Review carefully for accuracy of logo and logo placement.

This shirt is the Sport Green which is a shade lighter than the Forest. Let me know you thoughts, we can order Kelly Green if you prefer.

Thank you,

Lisa Donlon  
BWM Global  
630-291-6606

**From:** Jorgensen, Laurette <jorgensenl@cod.edu>  
**Sent:** Friday, February 28, 2020 5:24 PM  
**To:** Carter, Tom <cartert@cod.edu>; 'ldonlon@bwmglobal.com' <ldonlon@bwmglobal.com>  
**Subject:** Re: Vector File

Hi Lisa,

I don't think we ever sent you our logo and color guidelines—we always just specify colors etc.

But it's attached here and any of these colors are appropriate for use.

Tom—There are several greens to choose from.

Lisa I think if you have something between PMS361 and PMS343 that would work great for Tom—more of a Kelly green.

Laurie

**From:** "Carter, Tom" <cartert@cod.edu>  
**Date:** Friday, February 28, 2020 at 11:47 AM  
**To:** "'ldonlon@bwmglobal.com' " <ldonlon@bwmglobal.com>  
**Cc:** Laurie Jorgensen <jorgensenl@cod.edu>  
**Subject:** RE: Vector File

Lisa,

The event is on the Saturday March 21st so the 17th is good.

The green shirt you showed looked a little dark but (a) we're not picky and (b) it's tough to tell from the photo. I'm sure it will be fine. I approve it.

For what it's worth, here is something from our website that's is "COD green". Is this close to the shirt?



As far as a PO, I'm not sure. I believe you are going to charge this to Laurie's department and then I'm going to pay Laurie back internally here at COD. I

Tom

Tom Carter

Chair, Physics Discipline  
College of DuPage  
<http://cod.edu/cartert>  
630-942-3346

**From:** Lisa Donlon <ldonlon@bwmglobal.com>  
**Sent:** Friday, February 28, 2020 10:58 AM  
**To:** Carter, Tom <cartert@cod.edu>  
**Cc:** Jorgensen, Laurette <jorgensenl@cod.edu>; Metcalf, Marsha <metcalf@cod.edu>  
**Subject:** RE: Vector File

Tom.

Your student is an expert, we can use the artwork you submitted. We will have an art proof for your approval on Monday.

As mentioned in the previous email(I have included Marsha on this one) we need confirmation on T-shirt color, in hands date and PO#.

I should mention our production time is 10 business days after art approval. Would a delivery date of March 17 be acceptable? Otherwise there will be rush charge depending on when you need the shirts delivered.

Thank you,

Lisa Donlon  
BWM Global  
630-291-6606

**From:** Carter, Tom <cartert@cod.edu>  
**Sent:** Friday, February 28, 2020 9:45 AM  
**To:** 'ldonlon@bwmglobal.com' <ldonlon@bwmglobal.com>  
**Cc:** Jorgensen, Laurette <jorgensenl@cod.edu>  
**Subject:** FW: Vector File

Lisa,

Here is the vector graphics file and the sizes for the 36 shirts.

I got the file from a student with expertise in graphics who designed the local. I'm going to confess that I'm not a graphics expert and when I open the file in my local version of Illustrator, it looks a little odd. On your end, does it look like that png file I sent you originally?

Tom

XXL -> 3 Shirts  
XL -> 9 Shirts  
L -> 10 Shirts  
M -> 8 Shirts  
S -> 6 Shirts

Tom Carter  
Chair, Physics Discipline

Chair, Physics Discipline  
College of DuPage  
<http://cod.edu/cartert>  
630-942-3346