

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1434615
Vendor Name: CD Advantage, Inc
Invoice Number: 5402
Invoice Date: 04/14/20
PO Number: B0368761
Check Number: E0079895
Check Amount: \$ 9,650.00
Check Date: 04/22/2020
Department ID: 00445
Reviewer Name: Lynda Nagle
Voucher Number: V0618108
Redaction Type: None
Document Type: AP Invoice

Document Below

From: zerrudom@cod.edu
Sent: Tue Apr 14 12:02:49 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Attached Document

APPROVED
04/14/20 - TAMARA MCCLAIN

From: naglel@cod.edu
Sent: Tue Apr 14 10:09:42 CDT 2020
To: invoicing@cod.edu
CC: mcclaint57@cod.edu
Subject: Advantage Design - Blanket PO 368761 in amount of \$9.650

Good morning Accounts payable...
Please process the above invoices from Advantage Design as services have been rendered.
Thank you. Lynda

Respectfully,



Lynda Nagle
Administrative Assistant
Office of Admissions and Outreach
College of DuPage
425 Fawell Blvd. | SSC 2207 | Glen Ellyn, IL 60137-6599
Phone: 630.942.2441 | Fax: 630.790.2686 | naglel@cod.edu



INVOICE

Advantage Design Group
6877 Philips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

INVOICE #: 5402

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137-6599
United States
Attn: Lynda Nagle

Date: Apr 14 2020

Title: Upgrades to College of Dupage
Online Orientation

Job #: 4245

PO Number: 368761

Project Description:

Upgrades to orientation

Scope Of Work	Cost
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Online Orientation

Orientation - Consulting - Consultation and Creative Direction

\$900.00

Working with Advantage Design Group means you have a professional project manager assigned to your project. Your project manager ensures accurate communication and timely workflow is accomplished so that your project stays on course to completion. Your project manager schedules a kick-off call to review the scope of your project, to verify your contracted services and to discuss your vision of the completed work. In this initial meeting, we introduce your team to our team including our creative director, lead designer, and programmers assigned to your order.

Further, we know that creative direction is vital to the success of your online orientation. For your school, it must be interesting, original, adhere to your branding requirements and keep your message on track throughout the process. Our creative director ensures that your message is communicated accurately and according to your branding standards. The creative team members are experts at concepting, creating, listening to your feedback, and implementing. We work closely with you, so you have the benefit of our efficiency and diverse experience.

Orientation - Consulting - Production Planning

\$600.00

Advantage Design Group's production process encompasses five main stages – concept, alpha, beta master, and launch stage. Based on your feedback at each stage, we include one round of revisions at no additional charge. The following is a list of the review point stages.

1. Concept – You will receive a new video-based concept for review. We provide one round of revisions with your feedback to refine it based on your feedback.



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3. Beta – The beta stage encompasses the design elements approved from the concept stage including copywriting, images and sections. At this stage, your orientation is populated and branding style applied to all content.	
4. Master – The master stage is provided for you to review for accuracy and for final changes. At this stage, we test for usability on multiple web browsers (Internet Explorer 8.0 or higher, Chrome, Safari, Firefox).	
5. Launch – A soft launch date is agreed upon with a controlled, college selected group for a two-week period. After that, your go-live launch date is scheduled and implemented. Also, at this time your back office training session is scheduled.	
Orientation - Consulting - Branded Custom Interface Design	\$600.00
Advantage Design Group works with you to custom design the orientation platform, so it speaks to the culture of your school and tells your orientation story effectively. Our creative team provides you with a new more modern concept for discussion. The concept is custom designed to reflect your objectives. We work closely with your team to ensure that the new design you select will make a great impression on all your new students. Your custom interface sets the tone for the look of your orientation moving forward. So we refine it based on your feedback.	
Orientation - Video - Video Placement	\$600.00
Send us up to five minutes of your best video footage from student life, events and from around your campus and we will create the loop that will form your interface.	
Orientation - Sections - Supporting Screen Design	\$150.00
We will design and place an additional screen of content in your advising section.	



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Scope Of Work	Cost
Client to supply copy and photo.	
NOTE: The client requested to let students schedule a video conference with an advisor on this screen. We told on the phone there are 3rd party applications that already do what they are wanting so we recommend their IT contact those companies and set up for them.	
Programs and companies like Zoom and Calendly will need to be contacted and their solutions configured with them before adding link to the screen above.	
Once the school has a link we will add your informational I button on this page so students can add this to their personal landing page on their resource tab and at the end of the orientation. Also, we can add this to your student checklist.	
Orientation - Student Assessments - Survey (up to 6 questions with comment field) and Aggregate Data Report	\$2,500.00
Surveying your students once they have completed the orientation can provide useful data for future enhancements as well as open the door to important conversations based on their input. Information such as the usefulness of the orientation information, ease of use, and any other survey questions of your choice can be included in your survey. The survey functionality is built into your program, and the results are reported for you calculating numbers, percentages as well as sharing student comments. It's valuable data you can use to help your school and improve your processes.	



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United States
Attn: Lynda Nagle

Date: Apr 14 2020
Title: Upgrades to College of Dupage
Online Orientation
PO Number: 368761

Job #: 4245

Project Description:
Upgrades to orientation

Scope Of Work	Cost	
Purchase Order #: 368761	Subtotal	\$5,350.00
Terms:	Exempt	\$0.00
Due upon receipt	Paid	\$0.00
	Total Due	\$5,350.00

**INVOICE REVIEWED
OKAY TO PAY
LYNDA NAGLE 04/14/20**

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1434615
Vendor Name: CD Advantage, Inc
Invoice Number: 5396
Invoice Date: 04/10/20
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Check Number: E0079895
Check Amount: \$ 9,650.00
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College of DuPage
425 Fawell Boulevard
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United States
Attn: Lynda Nagle

Date: Apr 10 2020

Title: College of DuPage Annual Support
and Maintenance Subscription

Job #: 4246

PO Number:

Project Description:

Support and Maintenance Renewal for April 2020 - April 2021

Scope Of Work	Cost
Online Orientation	
Orientation - Administration - Support and Subscription Unlimited call-in or email technical support & training is included, The annual renewal for unlimited student usage and unlimited administrators is \$4300. This is a recurring annual fee due each April that you renew your subscription.	\$4,300.00
Terms:	Subtotal \$4,300.00
NET 30	Exempt \$0.00
	Paid \$0.00
	Total Due \$4,300.00

**INVOICE REVIEWED
OKAY TO PAY
LYNDA NAGLE 04/14/20**