

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1512676  
Vendor Name: Sue Franzen  
Invoice Number: 90E3502004BALANCE  
Invoice Date: 03/17/20  
PO Number:  
Check Number: 0267840  
Check Amount: \$ 95.00  
Check Date: 05/12/2020  
Department ID: 00429  
Reviewer Name: Colleen Gonzalez  
Voucher Number: V0618967  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: sue.franzen@proforma.com  
Sent: Mon Apr 20 12:52:25 CDT 2020  
To: invoicing@cod.edu  
CC: essexm@cod.edu  
Subject: FW: Invoice for your PO #368899 - Short Payment  
-----

Hi,

I received payment for the attached invoice in the amount of \$713.34.  
The invoice was for \$808.34 which leaves a \$95.00 balance.  
Can you look into this when you have time.  
Thanks in advance for your help.

**Sue Franzen** • 630.844.3147

**From:** Franzen, Sue  
**Sent:** Tuesday, March 17, 2020 11:24 AM  
**To:** Invoicing <invoicing@cod.edu>  
**Cc:** Essex, Meesha <essexm@cod.edu>  
**Subject:** Invoice for your PO #368899

Attached please find the invoice for your PO#368899.  
Items were ordered for Meesha and have been delivered.

Continue to stay safe.

**Proforma Premiums**

**Sue Franzen** • Owner

520 Kingsway Drive • Aurora, IL 60506  
630.844.3147 • sue.franzen@proforma.com



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PROforma

## Proforma Premiums

Telephone: (630) 844-3147

Email: sue.franzen@proforma.com

### Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

### Business address

College of DuPage

Attn: Meesha Essex

425 Fawell Blvd.

Glen Ellyn, IL 60137

## Invoice

Invoice # ..... 90E3502004

Document date ..... 3/17/2020

Page ..... 1 of 1

Sales order ..... S0E35002136

Customer PO# ..... 368899

Your ref. ....: Lip Balm, Sanitizer, Pen

Entered by ..... SJF

Payment terms ..... Net 30

Invoice account ..... C0E3500193

Customer account: C0E3500193

Salesperson ..... Sue Franzen

**APPROVED**

**04/28/20 - KIRK OVERSTREET**

### Delivery address

College of Dupage

Shipping & Rec #368899

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
CB300	TEE QS 300ml L Balm	150	EA	1.1100	172.5000
	Green White Imprint				
Setup	set-up charge	1	EA	40.0000	40.0000
Hand Sanitizer	Tee Hand Sanitizer	150	EA	1.9500	292.5000
	Blue Scrub Digital imprint				
Setup	Setup Charges	1	EA	55.0000	55.0000
Stylus Pen	Lavon Stylus Pens	250	EA	0.7400	185.0000
	Imagreen pen Silver Imprint				
Freight non-taxable	Freight non-taxable	1	EA	63.3400	63.3400

**INVOICE REVIEWED**

**OKAY TO PAY**

**COLLEEN GONZALEZ 04/21/20**

Subtotal	Freight subtotal	Tax Amount	Invoice Amount
745.00	63.34	0.00	\$808.34 USD

## Original Invoice REMITTANCE ADVICE

Please detach this portion and return with your payment

### PAY THIS AMOUNT

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3502004	3/17/2020	\$808.34	USD

### Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

### Remit-to

Proforma

P.O. Box 640814

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