

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1564438
Vendor Name: Intellectspace Corporation
Invoice Number: 200703.2103
Invoice Date: 07/03/20
PO Number: P0371014
Check Number: E0081597
Check Amount: \$ 5,184.00
Check Date: 09/23/2020
Department ID: 00820
Reviewer Name: Julie Wolfe
Voucher Number: V0634719
Redaction Type: None
Document Type: AP Invoice

Document Below

**INVOICE AND STATEMENT OF WORK**

INVOICE NUMBER: 200703.2103

INVOICE DATE: JULY 3RD, 2020

INVOICE DUE: NET 60

PURCHASE ORDER: N/A

TO:

Ellen Farrow
 Annual Giving / Institutional Advancement
 College of DuPage Foundation
 425 Fawcett Boulevard, Glen Ellyn, IL 60133
 Phone: (630) 942-4476 | farrowe535@cod.edu

FROM:

IntellectSpace Corporation
 133 Queen Anne Ave North, Suite 100
 Seattle, WA 98109
 Fax: (206) 284-1411
 Email: billing@intellectspace.com

APPROVED**09/21/20 - WALTER JOHNSEN APPROVED 09/16/20**

DESCRIPTION: LiveAlumni	DETAILS:	COST:
LIVEALUMNI SUBSCRIPTION	RECOMMENDED	
	Option	\$12,849.00 USD
Data Package:		
Update EXISTING Alumni Profiles	Current Employment and Location	Included
Nonprofit Affiliations & Volunteer Interests		Included
Employer's Address, Type, Industry & Info		Included
Matching Constituent IDs: Level 1, 2 & 3		Fee Waived
Matching Company Record IDs		Fee Waived
Additional Services:		
Business Emails	Available ADD	<input type="checkbox"/> ADD
Matching Gifts	Available ADD	<input type="checkbox"/> ADD \$1,490
Pre-Generated Excel Files	Available ADD	<input type="checkbox"/> ADD \$250
Personalized Training & Consulting	Available ADD	<input type="checkbox"/> ADD \$250
LiveAlumni Access:		
Access & Users	1 Year Unlimited Users 6/19/2020 – 6/18/2021	Included
Updates & Alerts	Available to ADD	Available
	EXISTING CUSTOMER DISCOUNT	-\$7,665.00
PLEASE READ THE NEXT PAGE FOR PAYMENT OPTIONS AND TERMS.	TOTAL AMOUNT DUE	\$5,184.00 USD
	<i>For Credit Card Payment Only: Add 3.1% Fee</i>	+ \$ 160.70 USD
	<i>For International Wire Transfer: Add \$45 USD</i>	+ \$ 45 USD

P.O.371014

Thank You For Your Business! If you have any questions concerning this invoice, please contact billing@intellectspace.com

133 QUEEN ANNE AVENUE NORTH, SUITE 100 • SEATTLE, WASHINGTON 98109

TELEPHONE (206) 693-8337 • FACSIMILE (206) 284-1411 • WEBSITES: INTELLECTSPACE.COM / LIVEALUMNI.COM

From: support@intellectspace.com
Sent: Fri Jul 03 12:54:01 CDT 2020
To: bendera893@cod.edu, farrowe535@cod.edu
CC: invoicing@cod.edu, gaby@intellectspace.com
Subject: [LiveAlumni] Renewal Next Steps - College of DuPage

Hi Angela and Ellen,

Welcome back to LiveAlumni!

We are looking forward to working with you and your team on this project for another year.

I am CCing Gaby, your LiveAlumni Account Manager. She will be contacting you as soon as your data is ready to schedule a strategy session with you and your team.

Please let us know if there is someone else you would like to involve in the next steps.

SUMMARY OF RENEWAL

- 1-year access with **unlimited users** to LiveAlumni (June 19, 2020 - June 18, 2021)
- **Update current** alumni records
- Re-run the **matching** against alumni records

NEXT STEPS

Step 1:

MATCHING CONSTITUENT RECORDS: (Recommended): For matching to your records, I would recommend that you include the following information in your file or as much as you have. Attached, please find a sample template for this data. We will also send you a Dropbox invitation where you can upload your file or we can use your internal FTP site for the file transfer. Once it's uploaded, please let us know.

- First Name
- Middle Name
- Last Name
- Nickname (if you have it)
- Mailing Address (if you have it)
- City, State, Country
- Graduation Year
- Major
- Degree
- Any Employment History (if you have it)
- Unique ID
- LinkedIn URLs

MATCHING COMPANY RECORDS: (Recommended): For the company matching, we only need the following fields or as much as you have. I've also attached a sample template for this data.

- Record ID
- Corporate / Org name
- City and State
- URL

Step 2:

YOUR SUPPORT TEAM:



INVOICE AND STATEMENT OF WORK

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College of DuPage Foundation
425 Fawell Boulevard, Glen Ellyn, IL 60137
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TERMS:

Data Confidentiality & Client Data Protection:

Any data that is supplied by the client for the purpose of matching IDs, is client owned. We will never authorize any third party to use or buy any client data. IntellectSpace Corp agrees to never use any client-supplied data for any purposes other matching to alumni records IDs. IntellectSpace Corp takes steps to prevent the use, disclosure, and dissemination of alumni profiles other than as necessary to perform our obligations under our agreement.

LiveAlumni Term & Renewal:

LiveAlumni access will automatically renew for one (1) additional year on each Anniversary of the Effective Date at the same rate. Client may cancel with a thirty (30) day written notice prior to the renewal date. IntellectSpace has the right to cancel the contract within 60-days of the Invoice Date for a refund.

Updates:

LiveAlumni has the option to update your alumni profiles mid-year. These updates are available to be requested mid-year as long as the data is still public and made available to us to capture legally. Updates are non-transferable and must be requested and used within the first 9 months of engagement or renewal. If the data is no longer publicly available or accessible and we can't deliver an update, we reserve the right to not provide an update and to refund any amount paid in advance for such update. Once an update is requested, please allow several weeks to have the data updated once the update has been requested.

PAYMENT OPTIONS:

via CREDIT CARD:

NOTE: Add 3.1% for processing fee.

Call (206) 226-3653 to pay using a credit card.

via TRANSFER INSTRUCTIONS:

NOTE: For International wire transfer payments add \$45 for processing fee.

IntellectSpace Corporation

Bank Name: Bank of America

Bank Address: 10555 NE 8th ST, Bellevue, WA 98004 USA

Branch Name: Bellevue

Account Number (Savings): 005317452613

(Wire Transfer Routing #) Bank ABA Number: 0260-0959-3

(EFT / Direct Deposit Routing #) Transit Number: 125000024

via CHECK:

Please make all checks payable to **IntellectSpace Corporation.**

IntellectSpace Corporation - 133 Queen Anne Ave North, Suite 100, Seattle, WA 98109

Need a W-9? Use this link to download the electronic version of our W9: <https://goo.gl/Jpi7fe>

Thank You For Your Business! If you have any questions concerning this invoice, please contact **billing@intellectspace.com**

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Constituent Matching INSTRUCTIONS - Excel Requirement f

Please follow the requirements to do automated matching. Sample attached in the n

IMPORTANT POINTS

- 1 Information in some columns are ***Required**.
- 2 Information in some columns is **Optional**, and customers are encouraged t
- 3 The order and position of columns in excel are strict.
- 4 One alumni record per row in excel.
- 5 *If any optional column does not have information filled out, it must be E*

Required	Column Location	Column Name	
<i>required</i>	A	Constituent_ID	References Client's Internal Database
<i>required</i>	B	First_Name	
<i>optional</i>	C	Middle_Name	
<i>optional</i>	D	Nick_Name	
<i>required</i>	E	Last_Name	
<i>required</i>	F	Full_Name	Must be alumni's legal name and sho
<i>optional</i>	G	Employment_1	Latest available - Current or Former e
<i>optional</i>	H	Title_1	Position held at company listed in En
<i>optional</i>	I	Employment_2	Current or Former employment (cor
<i>optional</i>	J	Title_2	Position held at company listed in En
<i>optional</i>	K	Employment_3	Current or Former employment (cor
<i>optional</i>	L	Title_3	Position held at company listed in En
<i>required</i>	M	University_Nam	MUST contain the university name o
<i>required</i>	N	Grad_Year_1	MUST contain the alumni's graduati
<i>required</i>	O	Degree_1	MUST contain the alumni's degree f
<i>optional</i>	P	Major_1	
<i>optional</i>	Q	University Name	If your alumni has another degree fro
<i>optional</i>	R	Grad_Year_2	Graduation year must be 4 digits EX:
<i>optional</i>	S	Degree_2	

From Customer

Next worksheet called SAMPLE MATCHING FILE

to provide this information to increase the matching output.

EMPTY. Columns can not be shifted.

e and ID must be Unique

ould not contain nicknames.

employment (company name)

nployment_1

npany name)

nployment_2

np any name)

nployment_3

f your institution.

on year for your institution, listed in University Name_1. Graduation year must be 4 digits. EX: 1999

or your institution, listed in University Name_1

om your institution or a degree from a different institution, please place the university name here.

IMPORTANT: If Grad Year_2 exists, then University Name_2 must exist (not empty)

<i>optional</i>	T	Major_2	
<i>optional</i>	U	University_Nam	If your alumni has another degree fro
<i>optional</i>	V	Grad_Year_3	Graduation year must be 4 digits EX:
<i>optional</i>	W	Degree_3	
<i>optional</i>	X	Major_3	

om your institution or a degree from a different institution, please place the university name here.								
IMPORTANT: If Grad Year_3 exists, then University Name_3 must exist (not empty)								

Constituent_ID	First_Name	Middle_Name	Nick_Name	Last_Name	Full_Name	Employment_1	Title_1
0001	John	Edwards		Lowe	John Edwards Lowe	Bank of America	Banker
0002	Michael		Mike	Shaw	Michael Shaw		
003	Anne		Annie	Shaw	Anne Shaw	Uber	Web Developer
201	Melissa			Marsh	Melissa Marsh	Chicago Hospital	Nurse

Employment_2	Title_2	Employment_3	Title_3	University_Name_1	Grad_Year_1	Degree_1
				Harvard University	2003	BS
				Harvard University	2005	MS
Amazon	Web Developer			Harvard University	2007	MS
Chicago Hospital	Medical Assistant	Chicago Clinic	Medical Assistant	Harvard University	2005	BS

Major_1	University_Name_2	Grad_Year_2	Degree_2	Major_2	University_Name_3	Grad_Year_3
Business	Yale University	2010	MS	Communication	Stanford University	2013
Web design	University of Washington	2005				
	Harvard University	2007				

Degree_3	Major_3
PhD	Business Law

From: wolfej9378@cod.edu
Sent: Tue Sep 15 09:53:05 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Please see attached invoice

Please let me know if you have any questions.

Julie Wolfe | Administrative Assistant to the Interim Vice President | Institutional Advancement
College of DuPage | 425 Fawell Blvd. | BIC 1520 | Glen Ellyn, IL 60137
Phone: 630.942.3555 | Email: wolfej9378@cod.edu
Social: Facebook | LinkedIn | Twitter | Instagram