

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1425407

Vendor Name: W-Squared Communications, Inc.

Invoice Number: 62103

Invoice Date: 12/31/20

PO Number: B0371805

Check Number: E0083040

Check Amount: \$ 4,994.15

Check Date: 01/20/2021

Department ID: 12781

Reviewer Name: None

Voucher Number: V0658087

Redaction Type: None

Document Type: AP Invoice

Document Below

Alphagraphics Lisle  
1997 Ohio Street; Unit B  
Lisle, IL 60532  
Phone: (630) 964-9600  
Fax: (630) 964-9253  
Email: us221@alphagraphics.com



**Invoice Number: 62103**

**Bill To:**  
Adam Fotos  
College of DuPage - Prairie Light Review  
Assistant Professor of Humanities  
BIC 2357F  
Glen Ellyn IL 60137

**Date:** 12/31/20  
**Payment Due:** 1/31/21  
**P.O.:** 371805

Sales Rep: House  
Account Type: Charge  
Wanted:  
Ship Via: Deliver

**68pgs + Cover Prairie Light Review Book**

| Quantity  | Description  | Price       |
|---|--|-------------|
| 900   | Books 5.5"x8.5": 68 pages + Cover, Prints Full Color, 80# Matte Cover, Inside Pages 70# Matte Text Perfect Bound | \$ 5,549.19 |
| <div style="border: 2px solid green; padding: 10px; text-align: center;"> <p><b>APPROVED</b></p> <p><b>01/13/21 - CHARLES STEELE</b></p> </div> |  |             |

|                   |                   |
|-------------------|-------------------|
| Discount          | -555.04           |
| Subtotal          | 4,994.15          |
| Tax               | 0.00              |
| Shipping          | 0.00              |
| Total             | 4,994.15          |
| Deposit (-)       | 0.00              |
| <b>Amount Due</b> | <b>\$4,994.15</b> |

**HAPPY  
NEW  
YEAR**



**PAYMENT TERMS:** I understand all charged invoices are payable 30 days after invoice date and that a service fee of 1.5% per month will be added to all past due accounts. In the event payment is not made and account is referred to a collection agency, or if legal action is required I will pay collection and/or attorney's fees resulting from such action.

**CHECK ACCEPTANCE POLICY:** My signature indicates I understand and authorize AlphaGraphics to electronically debit my account on all dishonored checks plus a processing fee and any applicable taxes.

**ALL DISPUTES** must be addressed within 30 days of receipt of product. AlphaGraphics cannot research disputes on product older than 30 days.

**CREDIT CARD ACCEPTANCE POLICY:** Credit card payment may be accepted at the time of sale or within the first 30 days after release of merchandise. Credit card payments exempt from credit card payment without a processing fee.

Signature \_\_\_\_\_

Time \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Bill To:**  
**College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**Vendor:**

1425407  
W-Squared Communications, Inc.  
dba AlphaGraphics #221  
1997 Ohio St. Unit B  
Lisle, IL 60532  
Attn: Douglas Wade

Phone: 630-964-9600  
Fax: 630-964-9253

**CONFIRMATION OF ORDER**

371805

**Page:** 1  
**Release Method:** Hard Copy  
**Release Date:** 12/03/2020  
**Need By Date:** 11/30/2020

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378  
Fax:

**Purchase Order Comments:**

**Requisition Numbers:** 682775

**Requisitioner Name(s):** Shannon Hernandez

| Vendor Item                        | QTY | UOM  | Description                               | Unit Price | Total Price |
|------------------------------------|-----|------|---|------------|-------------|
|                                    | 1   | Each | Printing of Fall2020 Prairie Light Review | \$4,994.15 | \$4,994.15  |
| Deliver To: S. Hernandez, SSC 1217 |     |      |   |            |             |

|                                |                   |
|--------------------------------|-------------------|
| <b>SubTotal</b>                | <b>\$4,994.15</b> |
| <b>Shipping &amp; Handling</b> | <b>\$0.00</b>     |
| <b>Tax</b>                     | <b>\$0.00</b>     |
| <b>Total</b>                   | <b>\$4,994.15</b> |

| Account Code Summary |                     |            |
|----------------------|---------------------|------------|
| Account Code         | Account Description | Amount     |
| 01-30-12781-5402001  |                     | \$4,994.15 |

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for

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Purchasing, Manager

Phone: 630-942-2378  
Fax:

payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

*Duplicate Purchase  
Order: This is a Copy!*

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From: Doug Wade <dwade@alphagraphics.com>

Sent: Tue Jan 12 09:28:56 CST 2021

To: invoicing@cod.edu

CC: fotosa@cod.edu, steelec@cod.edu, barriosi142@cod.edu

Subject: Invoice #62103 Related To COD Purchase Order #371805 - Prairie Light Review For Fall Semester 2020  
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Attached please find our invoice #62103 dated December 31, 2020 in the amount of \$4,994.15 associated with College of DuPage purchase order #371805 (also attached). Please process our invoice for payment at your earliest convenience.

The Prairie Light Review booklets for Fall 2020 were delivered to the College of DuPage Receiving Department yesterday afternoon (Monday, January 11). All seven boxes of the Prairie Light Review were marked to be delivered to Chuck Steele in the Office of Student Life, Student Services Center (SSC), Room 1217.

Should you have any questions or concerns, please feel free to contact me. Thanks again for utilizing AlphaGraphics Lisle to publish the Prairie Light Review!!

Thanks and stay safe!

Doug Wade

Owner

AlphaGraphics Lisle

630-964-9600



[attachment: College of DuPage - Invoice #62103 - From W-Squared Communications, Inc. dba AlphaGraphics 221.pdf]

[attachment: College of DuPage - Purchase Order #371805.pdf]