

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1620701
Vendor Name: Virtually Anywhere Interactive
Invoice Number: 202137
Invoice Date: 04/19/21
PO Number: P0371921
Check Number: E0085059
Check Amount: \$ 1,475.00
Check Date: 06/08/2021
Department ID: 00445
Reviewer Name: Lynda Nagle
Voucher Number: V0682892
Redaction Type: None
Document Type: AP Invoice

Document Below

Virtually Anywhere Interactive
P.O. Box 28417
Austin, TX 78755
+1 5124967474
www.virtually-anywhere.com



INVOICE

BILL TO

Lou Demas
College of DuPage Admissions
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599

INVOICE # 202137

DATE 04/19/2021

DUE DATE 04/19/2021

TERMS On Receipt

PROJECT

Campus Virtual Tour

ACTIVITY	QTY	RATE	AMOUNT
Nexus 360 Nexus 360 Tour bundled with up to 8 360° images included. Assumes all content for caption text will be supplied by client.	1	4,500.00	4,500.00
ADA Compliant tour is designed to work on desktop, and recent mobile devices. Also includes Google Analytics reporting, and "Deep Linking" capabilities. Unlimited hosting provided thru Amazon Web Services and managed by Virtually Anywhere.			
Additional 360s Additional 360 Photos - if shot at same time, same location. Any additional 360 images specified after the quote will be charged regardless if you decide to use them or not as full post production costs will apply. (this will make 23 360 scenes total)	15	325.00	4,875.00
Hotspots Additional Hotspots - Any Type	42	50.00	2,100.00
Deposit Virtual Tour Deposit - paid and 2nd payment invoiced to Foundation	-1	10,000.00	-10,000.00

Please remit to above address.

BALANCE DUE

\$1,475.00

INVOICE REVIEWED
OKAY TO PAY
LYNDA NAGLE 05/28/21

APPROVED
05/31/21 - TAMARA MCCLAIN

From: Barrios, Isabel <barriosi142@cod.edu>

Sent: Thu May 27 16:22:51 CDT 2021

To: invoicing@cod.edu

CC:

Subject: FW: Virtually Anywhere invoice - Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

From: Nagle, Lynda <naglel@cod.edu>

Sent: Thursday, May 27, 2021 3:58 PM

To: Barrios, Isabel <barriosi142@cod.edu>

Subject: RE: Virtually Anywhere invoice - Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Thanks Isabel...so will I see this in ImageNow soon? 😊

It is over Tamara's authority level so I think it needs to follow the approval flow.

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



From: Barrios, Isabel <barriosi142@cod.edu>

Sent: Thursday, May 27, 2021 3:49 PM

To: Nagle, Lynda <naglel@cod.edu>

Subject: RE: Virtually Anywhere invoice - Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Hi Lynda,

Yes the attached would work. I did not see anything come through to accounting.

Thanks.

From: Nagle, Lynda <naglel@cod.edu>

Sent: Thursday, May 27, 2021 3:36 PM

To: Barrios, Isabel <barriosi142@cod.edu>

Subject: FW: Virtually Anywhere invoice - Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Hi Isabel!

Would the attached work in the system, the vendor also said he sent this to accounting.

Thanks...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



From: Barrios, Isabel <barriosi142@cod.edu>

Sent: Thursday, May 27, 2021 3:25 PM

To: Nagle, Lynda <naglel@cod.edu>

Subject: RE: Virtually Anywhere invoice - Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Hi Lynda,

As of right now, we have not received this invoice. Also regarding the screen shot that is attached. If this is how they send it to invoicing we cannot click on the link to get the invoice and process. When it comes through in an email this way and sent to invoicing we lose the capabilities of doing this. The system converts everything into a pdf format. So the invoice does not come through. We ask our vendors to send invoices by pdf only and if they cannot, then by mail. Since you already have a copy of the invoice, you can go ahead and get all the approvals on it and forward the invoice to invoicing and we can process for payment. Please notify the vendor of the situation.

Let me know if there is anything else you need.

Thanks.

From: Nagle, Lynda <naglel@cod.edu>

Sent: Thursday, May 27, 2021 3:04 PM

To: Barrios, Isabel <barriosi142@cod.edu>

Subject: FW: Virtually Anywhere invoice - Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Hi Isabel...

Attached is invoice I am looking to arrive in ImageNow so I may pre approve and Tamara approve for payment.

Hopefully its in a cue and on its way.

Please let me know if there are any questions.

Thanks so much for your assistance.

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



From: Demas, Louis <demasl@cod.edu>

Sent: Tuesday, May 25, 2021 1:13 PM

To: Nagle, Lynda <naglel@cod.edu>

Subject: Re: Virtually Anywhere invoice - Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Lynda, attached is the screenshot I just took of the message. I had him CC me on it and you will see invoicing is also on the message.

Was sent to them on 5.20.2021. I have included the PDF version of the invoice here as well.

Thanks,

Lou Demas

Coordinator, Creative Services

phone 2256

IRC 1063

From: "Nagle, Lynda" <naglel@cod.edu>

Date: Tuesday, May 25, 2021 at 1:06 PM

To: "Demas, Louis" <demasl@cod.edu>

Subject: Virtually Anywhere invoice - Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Hi Lou...

Please see below.

Accounts payable has not seen an invoice for Virtually Anywhere for the \$1,475.

Might you follow up with them again? Thanks so much.

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



From: Barrios, Isabel <barriosi142@cod.edu>

Sent: Tuesday, May 25, 2021 12:07 PM

To: Nagle, Lynda <naglel@cod.edu>

Subject: RE: Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Hi Lynda,

I have not seen any invoice come through with that vendor name. If I do I will let you know.

Thanks.

From: Accounts Payable <acctpay@cod.edu>

Sent: Tuesday, May 25, 2021 10:46 AM

To: Nagle, Lynda <naglel@cod.edu>; Barrios, Isabel <barriosi142@cod.edu>
Subject: RE: Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Isabel,
Please reply.

Thanks
Accounts Payable

From: Nagle, Lynda <naglel@cod.edu>
Sent: Tuesday, May 25, 2021 7:48 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Looking for an invoice - Virtually Anywhere - \$1,475 - PO 371921

Good morning friends in Accounts Payable!

Wanted to check with you to see if you had an invoice from Virtually Anywhere in the amount of \$1,475 based on the quote attached. Admissions is paying the \$1,475 (PO 371921) and the Foundation paid \$10,000.

Have you by chance received this invoice but did not know who to send it to?
If so, it would be me! 😊

Please let me know.
Thanks so much. 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



From: Demas, Louis <demasl@cod.edu>
Sent: Thursday, May 20, 2021 7:25 AM
To: Nagle, Lynda <naglel@cod.edu>
Cc: Warias, Malgorzata <wariasm@cod.edu>
Subject: Re: Virtually Anywhere - \$1,475

Hi Lynda, I have sent Canny at VA another reminder.

Thanks,
Lou Demas
Coordinator, Creative Services
phone 2256
IRC 1063

From: "Nagle, Lynda" <naglel@cod.edu>
Date: Wednesday, May 19, 2021 at 9:09 PM
To: "Demas, Louis" <demasl@cod.edu>
Cc: "Warias, Malgorzata" <wariasml@cod.edu>
Subject: RE: Virtually Anywhere - \$1,475

Hi Lou...

Just as an FYI – I have not seen this invoice come thru yet and I should get it paid.

Please let me know if I may assist in anyway.

Thanks for everything you do for us. 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



From: Demas, Louis <demasl@cod.edu>
Sent: Thursday, May 6, 2021 12:01 PM
To: Nagle, Lynda <naglel@cod.edu>; Warias, Malgorzata <wariasml@cod.edu>
Subject: Re: Virtually Anywhere - \$1,475

Lynda,

Sorry, I wasn't aware of that process. I can email Canny at Virtually Anywhere and ask him to resend.

Thanks,
Lou Demas
Coordinator, Creative Services
phone 2256
IRC 1063

From: "Nagle, Lynda" <naglel@cod.edu>
Date: Thursday, May 6, 2021 at 11:48 AM
To: "Demas, Louis" <demasl@cod.edu>, "Warias, Malgorzata" <wariasml@cod.edu>
Subject: Virtually Anywhere - \$1,475

Happy Thursday!

I am going thru older emails in my inbox.

I believe there was another communication after this...but wanted to share, I did not reach out to Virtually Anywhere requesting the invoice be sent directly to invoicing@cod.edu

Do either of you have an update – as I have not seen the invoice come thru ImageNow, where I would have added the PO number.

Please advise.

Thanks! 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



[attachment: Invoice_202137_from_Virtually_Anywhere_Interactive.pdf]



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