

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001287A

Invoice Date: 07/09/21

PO Number: P0374349

Check Number: 0283825

Check Amount: \$ 4,147.27

Check Date: 08/17/2021

Department ID: 00821

Reviewer Name:

Voucher Number: V0690274

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Fri Jul 09 12:34:00 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Bill #BE35001287A from Proforma Premiums - 374349

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Attached are the following bill(s):

BE35001287A | 2209.38 USD | 7/9/2021 | PO #: 374349

Please let me know if you have any questions or need additional information.

Thank you very much for your business!

Sue Franzen
Owner
(630) 844-3147
Proforma Premiums

[attachment: Customer Bill BE35001287A.pdf]
[attachment: 3084670.pdf]

Original Bill

Proforma Premiums

Telephone: 630-844-3147

Email: sue.franzen@proforma.com

Bill Number BE35001287A

Bill Date 7/9/2021

Due Date 9/6/2021

Terms Net 60

Sales Order SE35001287

Sales Person Sue Franzen

Sold To

Angela Bender
College of Dupage
425 Fawell Blvd.
GLEN ELLYN, IL 60137
Phone: 630-942-2469
bendera893@cod.edu

Shipped To

College of Dupage
Julie Wolfe
Receiving #374349
425 Fawell Blvd.
Glen Ellyn, IL 60137

3 WAY MATCH

Customer PO: 374349

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Natural Lip Balm	Natural Beeswax Lip Balm Green label, white imprint Apple flavor	250	250	0	0.5900	Each	-	\$147.50
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00
6x6 cloth	6x6 Petal Edge Microfiber cloth Imprint on front Imprint on back Small clear PVC pouch	150	150	0	1.2900	Each	-	\$193.50
set-up	set-up charges (one for front, one for back)	2	2	0	50.0000	Each	-	\$100.00
pouch	small PVC pouch packaging	150	150	0	0.2000	Each	-	\$30.00
BG306	Mesh Drawcord Black back with grey logo	150	150	0	2.8500	Each	-	\$427.50
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Micro Sticky Book	Micro Sticky Book White with green imprint	200	200	0	1.5900	Each	-	\$318.00
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Travel Journal	Travel Journal Black with white imprint	100	100	0	4.2500	Each	-	\$425.00
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Pennant	Full color Pennant Green with imprint on front	100	100	0	1.6500	Each	-	\$165.00
set-up	set-up charge	1	1	0	50.0000	Each	-	\$50.00
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$2,076.50	\$132.88	-	\$2,209.38	-	-	\$2,209.38 USD		

Remittance Advice - Shown on last page

Billed Customer #	Bill Number	Bill Date	Amount Due
Continued	Continued	Continued	Continued

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business!

Please detach this portion and return with your payment.

Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001287A	7/9/2021	\$2,209.38 USD

BILL TO:

College of Dupage
Angela Bender
425 Fawell Blvd.
Glen Ellyn, IL 60137

PLEASE SEND PAYMENT TO:

Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814

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:

1512676
Sue Franzen
dba Proforma Premiums
520 Kingsway Dr
Aurora, IL 60506
Attn: Sue Franzen

Phone: (630)844-3147
Fax:

PURCHASE ORDER

374349

Page: 1

Release Method: Hard Copy

Release Date: 06/16/2021

Created Date: 06/16/2021

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Wolfe, Julie**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Proposal #YE35001029E

Dated 5.10.21

Requisition Number(s): 686077**Requisitioner Name(s):** Julie Wolfe

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	1512676	1	Each	Lip Balm	\$147.50	\$147.50
	Deliver To: Wolfe, Julie					
2	1512676	1	Each	Lip Balm Set-up Charge	\$55.00	\$55.00
	Deliver To: Wolfe, Julie					
3	1512676	1	Each	Microfiber Cloth	\$193.50	\$193.50
	Deliver To: Wolfe, Julie					
4	1512676	1	Each	Microfiber Set-up charge	\$100.00	\$100.00
	Deliver To: Wolfe, Julie					
5	1512676	1	Each	Small PVC pouch packaging	\$30.00	\$30.00
	Deliver To: Wolfe, Julie					
6	1512676	1	Each	Mesh Drawcord Black back w/grey logo	\$427.50	\$427.50
	Deliver To: Wolfe, Julie					
7	1512676	1	Each	Mesh Drawcord set-up charge	\$55.00	\$55.00
	Deliver To: Wolfe, Julie					
8	1512676	1	Each	Micro Sticky Book	\$318.00	\$318.00
	Deliver To: Wolfe, Julie					
9	1512676	1	Each	Micro Sticky Book set-up charge	\$55.00	\$55.00
	Deliver To: Wolfe, Julie					
10	1512676	1	Each	Travel Journal	\$425.00	\$425.00
	Deliver To: Wolfe, Julie					

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

PURCHASE ORDER

374349

Page: 2

Release Method: Hard Copy

Release Date: 06/16/2021

Created Date: 06/16/2021

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
11	1512676	1	Each	Travel Journal set-up charge	\$55.00	\$55.00
Deliver To: Wolfe, Julie						
12	1512676	1	Each	Full Color Pennant	\$165.00	\$165.00
Deliver To: Wolfe, Julie						
13	1512676	1	Each	Full Color Pennant set-up charge	\$50.00	\$50.00
Deliver To: Wolfe, Julie						
14	1512676	1	Each	Freight	\$223.00	\$223.00
Deliver To: Wolfe, Julie						
					Sub Total: \$	2,299.50
					Total: \$	2,299.50

Account Code Summary

Account Code	Account Description	Amount
01-90-00821-5407001		\$2,299.50

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. Questions about payment status or other inquiries, please email 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. 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 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.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001306A

Invoice Date: 08/09/21

PO Number: P0000132

Check Number: 0283825

Check Amount: \$ 4,147.27

Check Date: 08/17/2021

Department ID: 00821

Reviewer Name:

Voucher Number: V0693676

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Original Bill

Proforma Premiums
Telephone: 630-844-3147
Email: sue.franzen@proforma.com

Bill Number BE35001306A
Bill Date 8/9/2021
Due Date 10/7/2021
Terms Net 60
Sales Order SE35001306
Sales Person Sue Franzen

Sold To

Angela Bender
College of Dupage
425 Fawell Blvd.
GLEN ELLYN, IL 60137
Phone: 630-942-2469
bendera893@cod.edu

Shipped To

College of Dupage
Angela Bender
Shipping & Rec #P0000132
425 Fawell Blvd.
Glen Ellyn, IL 60137

3 WAY MATCH

Customer PO: P0000132

Customer Reference: Bottles - Golf Outing

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Stainless Bottle	Stainless Steel Bottle Powder Finish - 18 oz. Black One color imprint in white on front and back	175	175	0	9.0000	Each	-	\$1,575.00
set-up	set-up charge	1	1	0	50.0000	Each	-	\$50.00
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$1,625.00	\$115.00	-	\$1,740.00	-	-	\$1,740.00 USD		

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business!

Please detach this portion and return with your payment.

Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001306A	8/9/2021	\$1,740.00 USD

BILL TO:

College of Dupage
Angela Bender
425 Fawell Blvd.
Glen Ellyn, IL 60137

PLEASE SEND PAYMENT TO:

Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814

From: Franzen, Sue <sue.franzen@proforma.com>
Sent: Mon Aug 09 12:55:28 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] FW: PO # P0000132 from College of DuPage (2471593) - INVOICE

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Invoice attached for PO # P0000132

Thank you.

Proforma Premiums

Sue Franzen • Owner

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

<https://www.proforma.com/premiums>

x

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From: College of DuPage <Orders@esmsolutions.com >
Sent: Monday, July 26, 2021 8:35 AM
To: Franzen, Sue <sue.franzen@proforma.com >
Subject: PO # P0000132 from College of DuPage (2471593)

Dear Sue,

The following transaction has been sent on behalf of College of DuPage.

If you have any questions, please contact Anne Marie Dando at College of DuPage.

Thank you,
ESM Solutions Customer Support

PURCHASE ORDER



SUEFRANZEN
DBA Proforma Premiums
PO Box 640814
Cincinnati, OH 45264-0814
United States
Attn: Sue Franzen
Phone: 630-844-3147

Date: 07/26/2021
Purchase Order#: P0000132
Transaction #: 2471593
Requested By: Julie Wolfe
Requester Email: wolfej9378@cod.edu
Phone: 630-942-3555
Authorized By: Anne Marie Dando

Ship To
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Julie Wolfe
Phone: 630-942-2238

Bill To
College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments: Proposal #YE35001034A, dtd 7.6.21

Line#	Item#	Description	UOM	QTY	Unit Price	Line Total
1		Stainless Steel Bottle	Each	1	1,575.00 USD	1,575.00 USD
		Ship To Attn: Julie Wolfe				
		MFG/Provider Sue Franzen				
2		Shipping	Each	1	115.00 USD	115.00 USD
		Ship To Attn: Julie Wolfe				
		MFG/Provider Sue Franzen				
3		[attachment: 8e6a9ced-37c6-418e-8cd8-31b716e29b4_IA-21-245300 Golf Outing Water Bottle Artwork_2x2_CODA Relations (1).pdf]	Each	1	50.00 USD	50.00 USD
		[attachment: c3824146-84dd-4bec-b499-d4091df39a56_IA-21-245300 Golf Outing Water Bottle Artwork_2x2_CODA Relations.pdf]				
		[attachment: 468ade32-969a-44ca-baa5-754cbecb8125_Pic Bottle Logo COD_46228_08JUL2021_2.pdf]				

[attachment: 0d2749ed-5783-4ffa-8b64-afb8334d6eba_Stainless Steel Bottles.pdf]
[attachment: Customer Bill BE35001306A.pdf]

Subtotal:	1,740.00USD
Tax:	0.00USD
S & H:	0.00USD
Order Total:	1,740.00USD

General Terms

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. Questions about payment status or other inquiries, please email 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. 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 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.

Proposal

Proforma Premiums

Proposal Number: YE35001034A

Proposal Date: 07/06/2021

Sales Person: Sue Franzen

Expiration Date: 08/05/2021

Proposal For:

Angela Bender
College of Dupage
425 Fawell Blvd.
GLEN ELLYN, IL 60137
Phone: 630-942-2469
Fax: 630-942-3737
bendera893@cod.edu

Ship To:

Angela Bender
College of Dupage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Contact for this Proposal:

Sue Franzen
Phone: 630-844-3147
sue.franzen@proforma.com

Provided By:

Sue Franzen
Phone: 630-844-3147
sue.franzen@proforma.com

Item #	Item Description	QTY	Unit Price	Per	Amount	Expiration Date	Est. Prod Days
Stainless Bottle	Stainless Steel Bottle Powder Finish - 18 oz. Black One color imprint in white on front and back	175	9.0000	Each	\$1,575.00	08/05/21	
set-up	set-up charge	1	50.0000	Each	\$50.00	08/05/21	

Customer Proposal Notes: production time estimated at 20 business days

Line-Item Total	Estimated Freight	Estimated Tax	Proposal Amount	Terms
\$1,625.00	\$115.00	\$0.00	\$1,740.00	Net 60

* - Freight estimates may vary and are based on the final ship to location of the product

Thank you for the opportunity to submit this proposal!

Signature

Date

Customer PO #

Thank you for your business!

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001310A

Invoice Date: 08/09/21

PO Number: P0000133

Check Number: 0283825

Check Amount: \$ 4,147.27

Check Date: 08/17/2021

Department ID: 00820

Reviewer Name:

Voucher Number: V0693678

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Original Bill

Proforma Premiums

Telephone: 630-844-3147

Email: sue.franzen@proforma.com

Bill Number BE35001310A

Bill Date 8/9/2021

Due Date 10/7/2021

Terms Net 60

Sales Order SE35001310

Sales Person Sue Franzen

Sold To

Angela Bender
College of Dupage
425 Fawell Blvd.
GLEN ELLYN, IL 60137
Phone: 630-942-2469
bendera893@cod.edu

Shipped To

College of Dupage
Angela Bender
Shipping & Rec #P0000133
425 Fawell Blvd.
Glen Ellyn, IL 60137

3 WAY MATCH

Customer PO: P0000133

Customer Reference: Tranter Napkins

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Digital Napkins	Digital white 3 ply napkins 6.5 x 6.5" Logos digitally printed on front of napkin	250	250	0	0.5200	Each	-	\$130.00
set-up	set-up charge	1	1	0	50.0000	Each	-	\$50.00
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$180.00	\$17.89	-	\$197.89	-	-	\$197.89 USD		

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business!

Please detach this portion and return with your payment.

Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001310A	8/9/2021	\$197.89 USD

BILL TO:

College of Dupage
Angela Bender
425 Fawell Blvd.
Glen Ellyn, IL 60137

PLEASE SEND PAYMENT TO:

Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814

From: Franzen, Sue <sue.franzen@proforma.com>
Sent: Mon Aug 09 12:40:59 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] PO # P0000133 from College of DuPage (2472444) - Invoice

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Invoice attached for your PO# P0000133

Thank you.

Proforma Premiums

Sue Franzen • Owner

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

<https://www.proforma.com/premiums>

x

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From: College of DuPage <Orders@esmsolutions.com >
Sent: Monday, July 26, 2021 8:35 AM
To: Franzen, Sue <sue.franzen@proforma.com >
Subject: PO # P0000133 from College of DuPage (2472444)

Dear Sue,

The following transaction has been sent on behalf of College of DuPage.

If you have any questions, please contact Anne Marie Dando at College of DuPage.

Thank you,
ESM Solutions Customer Support

PURCHASE ORDER



SUEFRANZEN
DBA Proforma Premiums
PO Box 640814
Cincinnati, OH 45264-0814
United States
Attn: Sue Franzen
Phone: 630-844-3147

Date: 07/26/2021
PurchaseOrder#: P0000133
Transaction #: 2472444
Requested By: Julie Wolfe
RequesterEmail: wolfej9378@cod.edu
Phone: 630-942-3555
Authorized By: AnneMarie Dando

Ship To
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Julie Wolfe
Phone: 630-942-2238

Bill To
College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments: Proposal#YE35001035A dtd 7.14.21

Line#	Item#	Description	UOM	QTY	Unit Price	Line Total
1		Digital Napkins	Each	1	130.00 USD	130.00 USD
		Ship To Attn: Julie Wolfe MFG/Provider Sue Franzen				
2		Set-Up Charge Digital Napkins	Each	1	50.00 USD	50.00 USD
		Ship To Attn: Julie Wolfe MFG/Provider Sue Franzen				

[attachment: 4a024272-7b31-4d9c-a4ab-74c8f00a39dd_IA-21-247326 Napkins for golf outing HR.pdf] 20.00 USD 20.00 USD
[attachment: 82b20e4f-d87e-4af4-b47d-ecbab8040b72_Napkins Customer Proposal YE35001035A (1).pdf]
[attachment: ce450b9f-ec93-4c02-b90c5-52644d0a4fb6_Napkins for golf outing PLACEMENT
EXAMPLE.pdf] MFG/Provider Sue Franzen
[attachment: Customer Bill BE35001310A.pdf]

Subtotal:	200.00 USD
Tax:	0.00 USD
S & H:	0.00 USD
Order Total:	200.00 USD

General Terms

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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. 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 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.

Proposal

Proforma Premiums

Proposal Number: YE35001035A

Proposal Date: 07/14/2021

Sales Person: Sue Franzen

Expiration Date: 08/13/2021

Proposal For:

Angela Bender
College of Dupage
425 Fawell Blvd.
GLEN ELLYN, IL 60137
Phone: 630-942-2469
Fax: 630-942-3737
bendera893@cod.edu

Ship To:

Angela Bender
College of Dupage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Contact for this Proposal:

Sue Franzen
Phone: 630-844-3147
sue.franzen@proforma.com

Provided By:

Sue Franzen
Phone: 630-844-3147
sue.franzen@proforma.com

Item #	Item Description	QTY	Unit Price	Per	Amount	Expiration Date	Est. Prod Days
Digital Napkins	Digital white 3 ply napkins 6.5 x 6.5" Logos digitally printed on front of napkin	250	0.5200	Each	\$130.00	08/13/21	
set-up	set-up charge	1	50.0000	Each	\$50.00	08/13/21	

Customer Proposal Notes:

Line-Item Total	Estimated Freight	Estimated Tax	Proposal Amount	Terms
\$180.00	\$20.00	\$0.00	\$200.00	Net 60

* - Freight estimates may vary and are based on the final ship to location of the product

Thank you for the opportunity to submit this proposal!

Signature

Date

Customer PO #

Thank you for your business!