

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087032

Vendor Name: National Engravers Inc.,DBA B Gunther &

Invoice Number: 86591

Invoice Date: 10/19/2021

PO Number: P0000904

Check Number: E0086651

Check Amount: \$ 3,070.00

Check Date: 10/20/2021

Voucher Number: V0711628

Document Type: AP Invoice

Document Below



Awarding You  
A National Engravers, Inc. Company  
3985 Commerce Drive Phone: 800-753-3384  
St. Charles, IL 60174 Fax: 630-639-5226

# Invoice: 86591

Date Ordered: 9/27/21  
Date Invoiced: 10/19/21  
Date Due: 11/3/21

Ordered By	Phone	Fax	Email
Jennifer Hiar	630-942-3299		hiarj@cod.edu

MULTIMEDIA SERVICES, COLLEGE OF DUPAGE  
IRENE PALLASCH  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137-6599

SHIP TO:  
COLLEGE OF DUPAGE MULTIMEDIA SERVICES  
JENNIFER HIAR 630-942-3299  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137

Customer #	PO Number	Terms	Salesperson	Ship Method
724	P0000904	Net 15	House Account	1) FedEx Standard Ground

Qty	Part Number	Description	Unit Price	Total Price
15	1232	Cartesian 6 x 8.75 x .75 Clear Glass Award	198.00	2,970.00
15				

Subtotal	2,970.00
Sales Tax	
Shipping	100.00
Total	3,070.00
Paid	
Balance	3,070.00

Note:



Report Date: 10/19/2021  
Page # 1/1

Geri Mondek <geri.mondek@nationalengraversinc.com>

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**[External] Please find the attached invoice and online payment link 86591 - Invoice 86591 - 10/19/2021**

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Geri Mondek <geri.mondek@nationalengraversinc.com>

Tue, Oct 19, 2021 at 06:18 PM GMT

CC:

BCC:

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.

Dear AP Department,

Thank you for your recent order. Your order is now on its way!

Go to: [www.fedex.com](http://www.fedex.com) and enter your tracking # below.

FedEx: 541546227571

FedEx: 541546227582

FedEx: 541546227593

FedEx: 541546227608

Attached please find your finalized invoice.

\*\*\* Due to compliance with the new tax laws, if we do not have a tax-exempt form on file, sales tax will be charged upon invoicing when applicable.

If registered as a nonprofit or tax-exempt organization, please provide your state's tax-exempt certificate or letter.

If you are a re-seller, please send us a copy of your Certificate of Resale with your state sales tax ID.

If you would like to pay by using Discover, MasterCard, Visa, or American Express, please use the following link to enter your credit card information on our secure order processing portal  
<https://manageorders.com/#/order/detail/40e423b44de6e04c2d48be1567f0c7ef889706e5>

Please be sure to open and inspect your shipment of award/gift items as soon as they arrive and advise us immediately if there are any damaged items. We package your awards with the utmost care, and packaging has been tested to ensure reliability, but accidents in shipping can occur.

\* If any accidents have occurred during shipping, you must notify us within 3 business days of receipt, so we can file a claim with the carrier.

\* We will need photos of the damage to all the parts, and photos of all the shipping boxes.

If you received damaged awards, we will replace them at no cost (including shipping). If damage is not reported within 3 business days of receipt, and photos of the damaged parts and of the shipping containers are not received, the claim may be voided and charges for replacement units may apply.

We look forward to working with you again soon. Thank you!

Sincerely,

Geri Mondek  
Accounting Manager  
National Engravers Inc. and Awarding You  
geri.mondek@nationalengraversinc.com

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**1 attachment**

Invoice wNotes-86591-10-19-2021.pdf