

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1604419
Vendor Name: Area Marketing,DBA Family Time Magazine
Invoice Number: 16865
Invoice Date: 3/21/2022
PO Number: P0002729
Check Number: 0299032
Check Amount: \$ 875.00
Check Date: 05/13/2022
Voucher Number: V0736805
Document Type: AP Invoice

Document Below

Family Time Magazine

10221 W. Lincoln Hwy.
Frankfort, IL 60423

billing@familytimemagazine.com

P: 815-806-8844

Invoice

Date	Invoice #
3/21/2022	16865

Bill To
College of DuPage Laurie Jorgensen Jorgensen 425 Fawell Blvd BIC 1641 Glen Ellyn, IL 60137

Description	Qty	Rate	Amount
Print ad Family Time Magazine Full Page April Camp issue . full color full run		875.00	875.00
<p>A late charge of 1.5% per month will be applied to unpaid balances. There will be a \$35.00 charge for all returned checks.</p> <p>Thank You For Your Business</p> <p>Terms: Due upon Receipt</p> <p>We Now Accept Visa, Master Card, & Discover - 3% Processing Fee will be applied.</p>		Month Total	\$875.00
		Payments/Credits	\$0.00
		Customer Total	\$875.00

Purchase Order**Purchase Order #: P0002729****Order Total: 875.00 USD**

AREA MARKETING

Date: 04/13/2022
Transaction #: 2821168
Authorized By: Amber Kalish

Requested By: Anne Marie Dando
Requester Email: dandoa@cod.edu
Phone: 630-942-2813

CONFIRMING REQUEST

Supplier Address:

AREA MARKETING
DBA Family Time Magazine
10221 W Lincoln Hwy
Frankfort, IL 60423
United States
Attn: Cody Overcocker
Phone: 999-999-9999

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Anne Marie Dando
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: Invoice: 16865

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Print ad Family Time Magazine Full Page April Camp issue - full color full run	Each	1	875.00 USD	875.00 USD

Ship To Attn: Anne Marie
Dando

Subtotal: 875.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 875.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

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.

© 2000-2022 ESM Solutions Corporation, All rights reserved.

"Dando, Anne Marie" <dandoa@cod.edu>

Invoice 16865 - P0002729 Family Time Magazine

"Dando, Anne Marie" <dandoa@cod.edu>

Wed, Apr 13, 2022 at 03:56 PM GMT

CC: Jorgensen, Laurette <jorgensenl@cod.edu>

BCC:

Kindly process for payment.

Thank you!

Best,

Anne Marie Dando

*Marketing & Communications
Administrative Assistant*

425 Fawell Blvd. | IRC 1045 | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.3370 | dandoa@cod.edu

2 attachments

image001.jpg

Inv 16865 -P0002729 Family Time Magazine 4-13-22 amd.pdf