

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1770851 **Vendor Name:** Hero Enterprises Inc,dba ejazzlines.com

Check Details:

Check Number: E0110837 **Check Amount:** \$ 214.75 **Check Date:** 12/2/2025

Invoice Details:

Invoice Number: 3090690 **Invoice Date:** 11/24/2025 **PO Number:** P0020569 **Voucher Number:** V0915237

Document Type: AP Invoice

Document Below

ejazzlines.com

PO Box 1236
Saratoga Springs, NY 12866
+1-518-587-1102
Fax: +1-518-587-2325
Federal Tax ID#: 02-0464089

INVOICE

Date	Web Order ID
11.24.2025	3090690

Billing Address:

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

630-942-2228
kurtzweilk760@cod.edu

Payment Method

Purchase Order:
P0020569

Shipping Method

Download

All purchase orders must be settled within 30 days of shipment of goods.

IMPORTANT INFORMATION ABOUT YOUR PRODUCT DOWNLOAD

Please log in to www.ejazzlines.com/myaccount, and then click on the "orders" tab, and you will see your order. Then click on "details" at the right, and you will then see bold instructions at the top of the page and a download button below-- please note that the download order has a unique password-which is right below and also at the top of the page in your account-to use for the download--this password is case-sensitive, and will be different than the password used to first log in to the site.

The download(s) will only be available for 48 hours, so please download and save the file(s) for later use. This password will always be needed to access all purchased product files in this order. Please note that we are unable to replace expired or lost download files.

Qty	Catalog #	Description	Unit Price	Amount
1	WWM-114-DL	INTERSECTION [DOWNLOAD], <i>Composed and Arranged by Ch...</i>	\$61.75	\$61.75
1	HL-7014201-DL	MY FAVORITE THINGS [DOWNLOAD]	\$49.50	\$49.50
1	WWM-132-DL	JONESIN' [DOWNLOAD], <i>Composed and Arranged by Christ...</i>	\$49.50	\$49.50
1	KN-SJK2504-DL	CAVEAT EMPTOR [DOWNLOAD], <i>Composed and Arranged by E...</i>	\$54.00	\$54.00

Purchased Items: \$214.75

Shipping & Handling: 0.00

Sales Tax: 0.00

Total: \$214.75

[External] Re: College of DuPage PO # P0020569

ejazzlines <mail@ejazzlines.com>

Mon, Nov 24, 2025 at 08:45 PM UTC

CC: Kurtzweil, Kayla <kurtzweilk760@cod.edu>

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.

Hi Kayla and Eric,

Please see the attached PDFs. Note that two of them require a password:

AP0690

And, here is a DropBox link to Caveat Emptor - it is too large to email.

<https://www.dropbox.com/scl/fi/7k1084y2fjj93g0pna0bc/Order-for-Accounts-Payable.pdf?rlkey=h8ti3p3p5x1urutd07jyqkzb1&st=suip3a2&dl=0>

Also attached is an invoice for this purchase order.

Thanks for this order and your support, we appreciate it.

Rob

On 11/24/2025 12:54 PM, Frick, Eric wrote:

@font-face {font-family:Wingdings; panose-1:5 0 0 0 0 0 0 0 0;}@font-face {font-family:"Cambria Math"; panose-1:2 4 5 3 5 4 6 3 2 4;}@font-face {font-family:Calibri; panose-1:2 15 5 2 2 4 3 2 4;}@font-face {font-family:Aptos;}@font-face {font-family:"Arial Rounded MT Bold"; panose-1:2 15 7 4 3 5 4 3 2 4;}p.MsoNormal, li.MsoNormal, div.MsoNormal {margin:0in; font-size:12.0pt; font-family:"Aptos",sans-serif;}a:link, span.MsoHyperlink {mso-style-priority:99; color:blue; text-decoration:underline;}span.EmailStyle21 {mso-style-type:personal-reply; font-family:"Aptos",sans-serif; color:windowtext;} .MsoChpDefault {mso-style-type:export-only; font-size:10.0pt; mso-ligatures:none;}div.WordSection1 {page:WordSection1;}ol {margin-bottom:0in;}ul {margin-bottom:0in;}

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

Procurement Services does not process payments.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to invoicing@cod.edu **to ensure proper approval routing and expedited payments.**

Submission of Invoices Instructions

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- **One invoice per e-mail is required**
- Non-PO invoices must contain department number for proper routing of approvals

Safer, Efficient, and Expedited Payments

ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Invoice questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Thank you!

Procurement Services

Purchasing@cod.edu



ejazzlines.com / Jazz Lines Publications / Walrus Music Publishing

PO Box 1236 / Saratoga Springs NY 12866

518-587-1102

4 attachments

3090690-68247-2025-11-24.zip

wwm132dl.pdf

wwm114dl.pdf

Invoice 3090690 for PO P0020569.pdf