

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1512676 **Vendor Name:** Sue Franzen

Check Details:

Check Number: E0111149 **Check Amount:** \$ 5,118.00 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: BE35002929A **Invoice Date:** 12/10/2025 **PO Number:** P0020430 **Voucher Number:** V0916137

Document Type: AP Invoice

Document Below



Original Bill

Bill Number BE35002929A
Bill Date 12/10/2025
Due Date 2/7/2026
Terms Net 60
Sales Order SE35002929
Sales Person Sue Franzen

Proforma Premiums

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

Sold To

Julie Taylor
College of DuPage
525 Fawell Blvd.
GLEN ELLYN, IL 60137
Phone: 630-942-2354
taylorj410@cod.edu

Shipped To

College of DuPage
Julie Taylor
Rec #P0020430
425 Fawell Blvd.
Glen Ellyn, IL 60137

Customer PO: P0020430

Customer Reference: 2026 Calendar Strips

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Keyboard Calendars	2026 Keyboard/Monitor and Laptop Calendars White with green imprint Exact repeat or previous order	1,500	1,500	0	0.3200	Each	-	\$480.00

Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:
\$480.00	\$37.00	-	\$517.00	-	-	\$517.00 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	BE35002929A	12/10/2025	\$517.00 USD

BILL TO:

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

PLEASE SEND PAYMENT TO:

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

Sue Franzen <sue.franzen@proforma.com>

[External] Purchase order P0020430 - Bill #BE35002929A from Proforma Premiums

Sue Franzen <sue.franzen@proforma.com>

Wed, Dec 10, 2025 at 08:51 PM UTC

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.

Attached is the following bill(s):

Customer Bill: BE35002929A | 517.00 USD | 12/10/2025 | PO #: P0020430

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

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

1 attachment

Customer_Bill_BE35002929A.pdf

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1512676 **Vendor Name:** Sue Franzen

Check Details:

Check Number: E0111149 **Check Amount:** \$ 5,118.00 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: BE35002922A **Invoice Date:** 12/10/2025 **PO Number:** P0020383 **Voucher Number:** V0916138

Document Type: AP Invoice

Document Below



Original Bill

Bill Number BE35002922A
Bill Date 12/10/2025
Due Date 2/7/2026
Terms Net 60
Sales Order SE35002922
Sales Person Sue Franzen

Proforma Premiums

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

Sold To

Mia Schumann
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-2800
schumannm192@cod.edu

Shipped To

College of DuPage
Ashley McLaughlin
Rec #P0020383
425 Fawell Blvd.
Glen Ellyn, IL 60137

Customer PO: P0020383

Customer Reference: Tissues, Ponchos, Sanitizers

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Tissue Pack	Tissue Pack Green Full color imprint on white label	250	250	0	0.5900	Each	-	\$147.50
set-up	set-up charge	1	1	0	60.0000	Each	-	\$60.00
Rain Poncho	Rain Poncho Full color imprint on card	300	300	0	1.6500	Each	-	\$495.00
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Sanitizer	SanPal S 0.5 oz. Compact Hand Sanitizer Antibacterial Gel Full color imprint	500	500	0	0.7500	Each	-	\$375.00
set-up	set-up charge	1	1	0	60.0000	Each	-	\$60.00
proof	email proof to sue.franzen@proforma.com	1	1	0	7.5000	Each	-	\$7.50
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$1,200.00	\$139.00	-	\$1,339.00	-	-	\$1,339.00 USD		

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Thank you for your business!

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Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35002922A	12/10/2025	\$1,339.00 USD

BILL TO:

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

PLEASE SEND PAYMENT TO:

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

Sue Franzen <sue.franzen@proforma.com>

[External] Purchase Order P0020383 - Bill #BE35002922A from Proforma Premiums

Sue Franzen <sue.franzen@proforma.com>

Wed, Dec 10, 2025 at 10:06 PM UTC

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.

Attached is the following bill(s):

Customer Bill: BE35002922A | 1339.00 USD | 12/10/2025 | PO #: P0020383

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

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

1 attachment

Customer_Bill_BE35002922A.pdf

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1512676 **Vendor Name:** Sue Franzen

Check Details:

Check Number: E0111149 **Check Amount:** \$ 5,118.00 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: BE35002927A **Invoice Date:** 12/10/2025 **PO Number:** P0020434 **Voucher Number:** V0916140

Document Type: AP Invoice

Document Below



Original Bill

Bill Number BE35002927A
Bill Date 12/10/2025
Due Date 2/7/2026
Terms Net 60
Sales Order SE35002927
Sales Person Sue Franzen

Proforma Premiums

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

Sold To

Crystal Keys
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-2776
keysc487@cod.edu

Shipped To

College of DuPage
Crystal Keys
Rec #P0020434
425 Fawell Blvd.
Glen Ellyn, IL 60137

Customer PO: P0020434

Customer Reference: Card holder, Cleaning Kit, Pens

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Card Holder	Traverse Business Card Holder Engraved	100	100	0	4.6000	Each	-	\$460.00
	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Cleaning Kit	All in One Cleaning Kit Blue lid White decal Green imprint, close to PMS 343 green	150	150	0	1.4500	Each	-	\$217.50
	set-up charge	1	1	0	50.0000	Each	-	\$50.00
Stylus Satin	Caddo Stylus Satin Lime Black ink White imprint	250	250	0	1.7500	Each	-	\$437.50
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$1,220.00	\$110.00	-	\$1,330.00	-	-	\$1,330.00 USD		

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Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35002927A	12/10/2025	\$1,330.00 USD

BILL TO:

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

PLEASE SEND PAYMENT TO:

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

Sue Franzen <sue.franzen@proforma.com>

[External] Purchase Order P0020434 - Bill #BE35002927A from Proforma Premiums

Sue Franzen <sue.franzen@proforma.com>

Wed, Dec 10, 2025 at 10:12 PM UTC

CC:

BCC:

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Attached is the following bill(s):

Customer Bill: BE35002927A | 1330.00 USD | 12/10/2025 | PO #: P0020434

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

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

1 attachment

Customer_Bill_BE35002927A.pdf

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1512676 **Vendor Name:** Sue Franzen

Check Details:

Check Number: E0111149 **Check Amount:** \$ 5,118.00 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: BE35002918A **Invoice Date:** 12/15/2025 **PO Number:** P0020325 **Voucher Number:** V0916804

Document Type: AP Invoice

Document Below



Original Bill

Bill Number BE35002918A

Bill Date 12/15/2025

Due Date 2/12/2026

Terms Net 60

Sales Order SE35002918

Sales Person Sue Franzen

Proforma Premiums

Telephone: 630-844-3147

Email: sue.franzen@proforma.com

Sold To

Jill Pierson

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Phone: 630-942-2620

piersonj129@cod.edu

Shipped To

College of DuPage

Laura Ebbole

Rec #P0020325

425 Fawell Blvd.

Glen Ellyn, IL 60137

Customer PO: P0020325

Customer Reference: Embroidered - Records & Registraton

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
	Mercer & Mettle Men's Double Knit Bomber Navy Embroidered left chest Logo include & Registration 1 small 2 medium 9 large 2 x-large	14	14	0	53.0000	Each	-	\$742.00
2x	2xlarge	1	1	0	55.0000	Each	-	\$55.00
4x	4xlarge	1	1	0	59.0000	Each	-	\$59.00
	Mercer & Mettle Women's Double Knit Bomber Navy Embroidered left chest 3 medium 10 large 4 x-large	17	17	0	53.0000	Each	-	\$901.00
womens 2x	2xlarge	2	2	0	55.0000	Each	-	\$110.00
	tape edit fee	1	1	0	25.0000	Each	-	\$25.00
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$1,892.00	\$40.00	-	\$1,932.00	-	-	\$1,932.00 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.

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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	BE35002918A	12/15/2025	\$1,932.00 USD

BILL TO:

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

PLEASE SEND PAYMENT TO:
Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814

Sue Franzen <sue.franzen@proforma.com>

[External] Purchase Order P0020325 - Bill #BE35002918A from Proforma Premiums

Sue Franzen <sue.franzen@proforma.com>

Mon, Dec 15, 2025 at 07:07 PM UTC

CC:

BCC:

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Attached is the following bill(s):

Customer Bill: BE35002918A | 1932.00 USD | 12/15/2025 | PO #: P0020325

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

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

1 attachment

Customer_Bill_BE35002918A.pdf