

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1659933 **Vendor Name:** Everything Promo LTD

Check Details:

Check Number: 0353238 **Check Amount:** \$ 1,230.00 **Check Date:** 6/16/2026

Invoice Details:

Invoice Number: i043893 **Invoice Date:** 6/4/2026 **PO Number:** P0023748
Voucher Number: V0941100

Document Type: AP Invoice

Document Below



Tel | **1.888.202.9434**
Email | info@everythingpromo.com
Web | www.everythingpromo.com

Invoice: i043893

Date: 06/04/2026

Invoice To:

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

Deliver To:

Marianne Fay - STEM DIVISION BIC 2E06
College of DuPage Shipping & Receiving
425 Fawell Blvd,
Glen Ellyn, IL 60137
United States

Title: 6" Salty Shark

Qty	SKU	Description	Price Ea	Total
150	PS69133	6" Salty Shark Price Includes: Design Print, Setup & Shipping Color: White Hoodie (Black Print) Ref. P0023748	\$ 8.200	\$ 1230.000

Payment Instructions

Total \$ 1230.00

Terms & Conditions

- 1. Terms Apply to All Orders** - After receipt of acknowledgment of order by you, constitutes your acceptance that our terms & conditions are the only conditions that apply to the contract notwithstanding any purported terms put forward from the client.
- 2. Payment Terms** - Terms will be approved upon necessary checks on the company, the terms will be writing and must be stated on all purchase orders. Depending on approved terms, payment shall be made in full within the agreed terms. Items will remain property of Everything Promo until payment in received in full.
- 3. Passing of title and risk** - The risk of the goods shall pass to you on delivery. All goods, delivered or not, remain our property until payment is received in full. Until such time as payment in full is made, you shall retain such goods separately from other goods and clearly mark them in such a way that they can be readily identified as being our property and any payment received by you for any sale of such goods must be held in a separate account in trust for us. In the event of non-payment by you for such goods we will, without loss of any rights or remedy, remove from your possession those goods belonging to us in accordance with these terms and conditions and we shall be entitled upon the property where the goods are stored and repossess and remove the same. You hereby grant us irrevocable licence to enter your premises for the said purpose.
- 5. Quotations and contracts** - Orders are accepted subject to our right to adjust prices quoted to take account of any changes in the law or Government regulations requiring us to increase prices by way of direct taxation, import duties, customs, and excise duties or otherwise. The prices are based on today's current costs of production and in the event of any increase in wages or costs of materials to us occurring after the confirmation or accepted contract, we shall be entitled to charge such increases to you. All quotations are valid at the time of quoting error and omissions excluded.
- 6. Prices** - Prices quoted on this website are guide prices only subject to viewing final artwork. Once artwork and full specifications have been finalised, a quotation price will be confirmed. In most cases pricing is for unprinted items, without setup costs, printing costs, shipping and handling fees, and any other potential product specific costs. We aim to keep our pricing 100% accurate, however due to the fast-paced industry and nature of the computer and consumer product industry a small number of items on our website may be mis-priced due to updates.
- 7. Delivery and lead times** - Every effort will be made to deliver on time, but any delivery day or lead-time specified is a best estimate and no liability is accepted for any loss arising from delay or error in the delivery of the goods. All deliveries will be charged at the prevailing rates applying at the date of such delivery. Special rush deliveries can usually be arranged but will usually be subject to additional charges (e.g., rush print charges and rush delivery charges) that will be charged to you at current commercial rates. Lead times will be deemed to commence at the date and time that the Company receive in writing, "signed off" approval of the artwork that the Company supplied to the client.
- 8. Final Proof Approval** - A final proof will be sent to you either in the form of a PDF document displaying your artwork on the product template or an image of the item printed with your artwork. All details including spelling, color of the item & print, position of the print, size of the print and artwork must be checked prior to approving the proof. You are required to thoroughly check the artwork and the approval of artwork will be solely the clients responsibility. If you have any issues or discrepancies with the artwork, please inform us immediately so that we can amend the proof to avoid production delays. Rush orders are not subject to a final proof.
- 9 Artwork Changes** - To print your artwork efficiently, our in-house design team or manufacturer maybe required to adjust or redraw the artwork. Initially you will receive a visual, also referred to as a mock-up which we work on with the client to ensure satisfaction of the design. You will be made aware that we have had to perform changes and you will also be required to sign off on the design via a final proof approval from the manufacturer. Everything Promo does not accept liability for orders post-production for orders that have been signed off.
- 10. Invoice Information** - The billing and shipping information will be shown on the order, you will be asked to check that all details are correct prior to making payment or proceeding with production. In the event of human error, we cannot be held responsible for failure to ensure the billing or shipping information is correct.
- 11. Rush Orders** - with orders needed by a specific date, you will not be subject to a final proof due to turnaround time. The order will be entered straight into production to meet the client's requested in hands date.
- 12. Quantity variations** - Everything Promo will endeavour to deliver the exact quantity on the contract; however, we will be deemed to deliver within 5% of the contract quantity plus or minus. You will be charged at the contract rate for the quantity that is delivered.
- 13. Claims** - Issues that occur from damage, faulty items, delay in delivery, missing quantity, loss of items in transit must be reported to Everything Promo within 7 days of receiving the goods. You must examine the items at time of delivery. Everything Promo will not be liable for any damages on good which are caused during transit unless we have been informed within 24 hours of delivery.
- 14. Liability** - Save in so far as defects in the goods cause death, injury or damage to personal property, our liability for any loss or damage suffered by you in respect of the goods shall be limited to the contract value of the goods. We can accept no responsibility for loss or damage arising from the supply of goods under this contract unless you have fully complied with the notification of claims procedures set out in 7. Nothing in these terms and conditions shall affect the right of a consumer.
- 15. Cancellation Charges** - Cancellations fees will vary depending on the stage as which the order has been cancelled at. Prior to production, the client will not be subject to cancellation charge. If the order is production, a cancellation charge will occur for all the work that has been carried out up until the point of written cancellation. A rush order will not include a proof therefore it is entered straight to production and will be subject to cancellation charge. Everything Promo will make an honest attempt to stop production to avoid cancellation fees, with the rapid nature of Everything Promo we cannot guarantee a charge will not occur.
- 16. Artwork and printing** - All artwork and printing charges will be levied where necessary unless previously stipulated by us. Where applicable the prices shown include artwork, printing one color one position, for Additional print colors and positions of printing, prices are shown for quantities other than those listed please use the quick quotation form to obtain an exact quotation or contact via telephone, or email.
- 17. Color variations** - Variations in color can occur when printing on different materials and items. Everything promo cannot guarantee to match the print exactly to the pantone color provided the client. Everything Promo will endeavour to match the print to the pantone reference specified.
- 17.1 Wood Disclaimer** - Wooden products are a natural material, and no 2 pieces are the same, the grain and contour of each item varies. The items will not always look and feel identical as this is part of the unique characteristic of the product and comes from the varied colors and grains of the parallels. Variations will cause differences in appearance from imprint to imprint/light to dark as well.
- 18. Force majeure** - Everything Promo will not be held responsible for failure or delay in the carrying out of our obligations under the contract arising out of any cause outside our reasonable control. This includes but is not limited to occurrences such as: Natural Disasters, Extreme Weather conditions, customs delay, or failure with 3rd party manufacturers to perform.
- 19. Customs & Overseas Deliveries** - For all our overseas deliveries we only use well known carriers including UPS, DHL, and FedEx. Even though we do our best to include all custom charges there may be times that the country of origin will require the receiver to pay these charges for goods to be released. If you are outside of the United States and place an order with Everything Promo, you are confirming that you are aware there is a chance of extra fees and that Everything Promo is not liable for these costs and any delay that may be caused due to this. Please note that we will always help our clients in resolving any customs issues to the best of our ability, however sometimes depending on the country this can only be resolved locally.
- 20. Covid-19** - Due to the pandemic, increases in shipping costs and delays may occur with 3rd party courier services. We will not be held responsible for failure or delays with delivery due to the current climate and circumstances.
- 21. Stock Arrival** - If you order has been placed on backorder, we cannot guarantee that the due date on arrival of the stock. Any delay that occurs is not within our control. You will be entitled to a refund if you no longer require the goods due to a delay in shipment.
- 22. Website** - The buyer agrees that Everything Promo may use the buyer's logo on their website to demonstrate the buyer is a client of Everything Promo.
- 23. Tariffs** -All tariffs are subject to change due to fluctuations in the current markets. These changes are unforeseen, and we will not be held responsible for any additional costs that may occur on your order.

James <James@everythingpromo.com>

[External] i043893 / PO# P0023748 - PO APPROVED!

James <James@everythingpromo.com>

Thu, Jun 4, 2026 at 05:13 PM UTC

CC: Fay, Marianne <faym296@cod.edu>, Invoicing <invoicing@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 Paul,

PO received and approved!

Please see your invoice attached for processing.

Kindest Regards,

James Wilde

Senior Account Manager

A: One Liberty Plaza,165 Broadway, Suite 2301 New York,
10006

Seen an offer on this Product? Let us know and we'll beat it!

From: McAndrews, Paul <mcandrewsp1265@cod.edu>
Sent: Thursday, June 4, 2026 12:06 PM
To: James <James@everythingpromo.com>
Cc: Fay, Marianne <faym296@cod.edu>
Subject: College of DuPage PO# P0023748

Hello,

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.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm
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

7 attachments

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image002.png

image003.png

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