

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1764910 **Vendor Name:** The Joseph Center

Check Details:

Check Number: 0353980 **Check Amount:** \$ 4,025.00 **Check Date:** 6/30/2026

Invoice Details:

Invoice Number: COD0601 **Invoice Date:** 6/24/2026 **PO Number:** B0003480 **Voucher Number:** V0944133

Document Type: AP Invoice

Document Below



Joseph Business Services
7600 W. Roosevelt Road
Forest Park, IL 60130
P: 888-585-5370

Invoice

BILL TO:

Date: June 24, 2026
Blanket Order Number: B00003480
Invoice No.: (Invoice No) COD0601
Terms: (Invoice.Terms) 14 days - Due July 9, 2026

College of DuPage
425 Fawell Blvd
Glen Ellyn IL 60137
312-810-7324

NAME	PRICE	QTY	SUBTOTAL
5-12-26: JoAnn Blakey	\$175.00	1	\$175.00
6-11-26: Arti Verma	\$175.00	3	\$525.00
6-15-26: Cindy Alvarez	\$175.00	1	\$175.00
6-15-26: Christina Alvarez	\$175.00	1	\$175.00
6-17-26: Arti Verma	\$175.00	2	\$350.00
6-24-26: Staff Training-AI Beyond SEO	\$175.00	3	\$525.00
6-26-26: Staff Training-AI Marketing	\$175.00	3	\$525.00
6-29-26: Staff Training-Microsoft 365 & Copilot	\$175.00	7	\$1,225.00
6-30-26: JoAnn Blakey	\$175.00	2	\$350.00
			\$4,025.00

Subtotal	\$4,025.00
Discount	\$0.00
Tax	\$0.00
Total	\$4,025.00

This invoice represents the payment structure outlined in the Agreement by Melissa Brown for College of DuPage.

Melissa Brown <mbrown@josephbusinessservices.com>

[External] Re: Friendly Reminder – Invoice & Work Log Submission

Melissa Brown <mbrown@josephbusinessservices.com>

Wed, Jun 24, 2026 at 11:04 PM UTC

CC: Kelly, Ileen <kellyi421@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 Arti,

Thank you so much for the reminder. Attached are the invoice and the work log needed to close out this year's contract.

Let me know if you need anything else. I will forward the contract for the next fiscal year tomorrow.

All the Best,
Melissa Duff Brown

Director of Strategy
Joseph Consulting & Business Services and All Related Entities

[Click Here to Schedule an Appointment](#)

7600 W. Roosevelt Road, Forest Park, IL 60130
O: 708.697.5341 | M: 708.243.8939 | F: 708.697.6035 | E:
mbrown@josephconsultingbusinessservices.com
www.josephbusinessservices.com

On 06/22/2026 3:31 PM CDT Verma, Arti <vermaa3475@cod.edu> wrote:

Hello Melissa,

This is a friendly reminder to please submit your invoice and work log as early as possible this week. Timely submission will ensure your payment can be processed before June 30, 2026.

Please let me know if you have any questions or need assistance.

Thank you!

***** Upcoming Out of Office Notices: *****

- o ***Please note that the Business Development Center will be closed in observance of the following holiday: July 2nd, 2026 (Independence Day Weekend).***
- ***Following College of DuPage's routine summer hours schedule, please note that the Business Development Center at COD is closed on Fridays during the weeks of June 5th, 2026, through August 7th, 2026.***

Regards,

ARTI VERMA

Client Liaison | Administrative Assistant

[Business Development Center at College of DuPage](#)

(The Illinois SBDC/ITC/Apex Accelerator at COD)

(630) 942-2600 | vermaa3475@cod.edu

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DELIVERING SERVICES VIRTUALLY AND BY APPOINTMENT ONLY

4 attachments

College_of_DuPage-JB_Services_Work_Log_062426.pdf

Part_2.png

image001.png

COD AI Coaching Invoice 062426.pdf