

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1721776

Vendor Name: Balloons by Tommy LLC

Check Details:

Check Number: E0108075

Check Amount: \$ 391.00

Check Date: 6/17/2025

Invoice Details:

Invoice Number: 181263

Invoice Date: 6/3/2025

PO Number: P0017997

Voucher Number: V0889310

Document Type: AP Invoice

Document Below



From
Balloons by Tommy
945 N Edgewood Ave
Suite A
Wood Dale, IL 60191

To
Princess White
425 Fawell Blvd
Glen Ellyn, IL 60137

Invoice 181263
P.O. # P0017997
Issued June 3, 2025
Due Date August 1, 2025

ITEM	QUANTITY	PRICE	TOTAL
Column - Classic Column with Topper, Indoor Approximately 7.5ft tall Colors: Red, Honey, Spring Green, Black Pattern: Stacked Topper: Black Star	2	\$125.00	\$250.00
Custom - Vinyl, Large Message: JUNETEENTH Message Color: Yellow Add to the front of the black star toppers	2	\$33.00	\$66.00

Delivery/Set Up of Indoor Décor	1	\$75.00	\$75.00
Thank you for your order! ~ Shannon			

****DELIVERY NOTES:** Princess or a representative will be onsite to direct delivery to the setup space in the Jack H Turner Conference Center.

Date: Wednesday, June 18th, 2025

Delivery Window: 9:30 to 11:30 am

Event Start time: 12 pm

Location: College of DuPage SRC 2000 @ 425 Fawell Blvd - Glen Ellyn, IL

On Site Contact Name & Cell Number: Princess 630-942-2644

*******Balloons By Tommy will not return to pick up the balloons or equipment unless client schedules a strike for an additional fee. Client agrees to properly dispose of balloons. *******

PLEASE READ THIS SECTION BEFORE SIGNING APPROVAL	1	\$0.00	\$0.00
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By approving/signing a quote, you agree that you understand and accept the following terms of placing an order with Balloons by Tommy:

Once your quote has been signed, payment is due in full and you are agreeing to make that payment within 60 days of receipt of the invoice. Your time slot is then reserved for you, and supplies for your event are ordered. **You cannot change items, colors, or the delivery window once the quote is approved.** You may only add onto the order.

Orders canceled for ANY reason 30 days or more prior to your delivery date are eligible for a 100% credit of your invoice total for your next delivery on a different date that is within one year of the original delivery date, or a 50% refund can be issued to close out the order. New orders using a past credit are subject to date availability and order minimums for the new date.

Orders less than 30 days from the delivery date are not eligible for cancellation or postponement. **THIS MEANS NO REFUNDS, NO DATE CHANGES, NO TIME CHANGES.**

If you need a COI you must request one before signing the quote so it can be noted on the quote.

If you need additional paperwork please request that before signing the quote so it can be noted.

Additional fees may apply to paperwork or COI's requested after approval of the quote.

Subtotal:	\$391.00
Tax:	\$0.00
Total:	\$391.00

Balloons are, by nature, temporary items. Although Balloons by Tommy, LLC uses only the finest quality balloons, some balloons will occasionally deflate sooner than expected and may be adversely affected by numerous factors. Therefore, we cannot be held responsible for problems with the decor relating to inclement weather including wind, rain, sun exposure, high temperatures, air flow from ventilation systems, static electricity, rough handling, guest interference or other uncontrollable factors. To ensure decor looks fresh and incurs no breakage throughout the event, we recommend that guests do not physically touch the decor.

Once your event is booked, that time slot is reserved for you and supplies for your event are ordered. Orders canceled 30 days or more prior to your event are eligible for a credit for your next event equal to invoice total, however no refund will be given. Orders less than 30 days from the event are not eligible for cancellation. Refunds are not provided on any orders.

Shannon - Balloons by Tommy <shannon@balloonsbytommy.com>

[External] Invoice with Balloons by TommyHi

Shannon - Balloons by Tommy <shannon@balloonsbytommy.com> Mon, Jun 9, 2025 at 06:59 PM UTC

CC: Purchasing Proposals <purchasing@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,

Please find the invoice attached. The PO number is on it.



Shannon

Office Hours:
Monday through Friday
shannon@balloonsbytommy.com

balloonsbytommy.com



1 attachment

Princess White Invoice for COD.pdf