



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO
774664

Certified Mail Done Fast, Inc.
431 Ohio Pike, Suite 103
Cincinnati OH 45255

DATE
3/21/2014
F.O.B. POINT

PURCHASE ORDER NO.
188036 - 000- OP
REQUISITION NO.
00112914 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Clerk of the Circuit Court -Cty Divisio
Richard J. Daley Center
50 W Washington St Rm 1202
Chicago IL 60602-3002

DELIVERY INSTRUCTIONS
69 W. WASHINGTON RM 2500
COMAKIYA SMITH 312-603-5123

DEPT NO	
3350406	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	CERTIFIED MAIL ENVELOPES CUSTOM CERTIFIED MAIL ENVELOPE FOR CLERK OF THE CIRCUIT COURT OF COOK COUNTY, COUNTY DIVISION PRE-PRINTED RETURN ADDRESS ITEM # CML-5	21.00 M	421.8500	8,858.85	3350406.520500
2.00	SHIPPING COSTS MUST BE INSIDE DELIVERY DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT OF COOK COUNTY WAREHOUSE/SUPPLY ROOM 2323 SOUTH ROCKWELL, ROOM 111 CHICAGO, IL 60608 DELIVERY HOURS: MONDAY THROUGH FRIDAY 8:00 AM THROUGH 2:00 PM EXCEPT COURT HOLIDAYS DELIVERY CONTACT PERSON: KIMBERLY BASS 773-843-5563 AMOUNT AUTHORIZED: \$9,278.85 REQUISITION # 43350017	21.00 EA	20.0000	420.00	3350406.520500
***** Total Order *****				9,278.85	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

CHIEF PROCUREMENT OFFICER

Date: _____

John G. M. 21 March 2014
ckh

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

2105

Purchase Order Number
188036

Requisition # **OR 112914** Contract # **1485-13577**

Ship To: 8000094 Clerk of the Circuit Court - CI
Richard J. Daley Center
50 W Washington St Rm 12
Chicago IL 60602-3002

Delivery Instructions:
69 W. WASHINGTON RM 2500
COMAKIYA SMITH 312-603-5123
Supplier: 774664
431 Ohio Pike, Suite 103
Cincinnati OH 45255

Open Date
Buyer Number
Bid/Sole Src Code
Business Unit
Internal Req Number
Board Apr Date & Item
Requisition Date
Date Needed

One Time Purchase Yes No Covers Need for _____ months. Specific Period of time _____ thru _____ Prior Contract No. _____ Expiration Date _____ Emergency No. _____

Line #	Commodity	Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1,000	966	CERTIFIED MAIL ENVELOPES CUSTOM CERTIFIED MAIL ENVELOPE FOR CLERK OF THE CIRCUIT COURT OF COOK COUNTY, COUNTY DIVISION PRE-PRINTED RETURN ADDRESS ITEM # CML-5	<	>	21.00	M	421,8500	8,858.85 3350406.520500
2,000	966	SHIPPING COSTS MUST BE INSIDE DELIVERY DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT OF COOK COUNTY WAREHOUSE/SUPPLY ROOM 2323 SOUTH ROCKWELL, ROOM 111 CHICAGO, IL 60608	<	>	21.00	EA	20,0000	420.00 3350406.520500

DELIVERY HOURS:
MONDAY THROUGH FRIDAY
8:00 AM THROUGH 2:00 PM
EXCEPT COURT HOLIDAYS
DELIVERY CONTACT PERSON:
KIMBERLY BASS
773-843-5563
REQUISITION # 43350017

Total of Items Ordered 9,278.85

CERTIFICATION

I hereby certify that the items and services above are necessary to this department (or institution) and that the unit and fund numbers indicated above accurately reflect the specific line item budget appropriation and are used by the Board of County Commissioners and they are a permanent unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

Richard J. Daley
3-13-14

ACCT # _____

DATE _____

BY _____

85 NR