



**OFFICE OF THE PURCHASING AGENT**

**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  
75719

Service Envelope Corp  
1925 Holste Rd  
Northbrook IL 60062-7704

DATE  
12/5/2012  
F.O.B. POINT

PURCHASE ORDER NO.  
**183710 - 000- OP**  
REQUISITION NO.  
00106538 OR

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

**SHIP TO** Central Services - Offset Printshop  
Ck Cty Government Facility Whse  
2323 S Rockwell St 1st Flr  
Chicago IL 60608

**DELIVERY INSTRUCTIONS**  
Lisa Blandi 773-843-6010

DEPT NO	
0110503	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Please no overrun. Description Blank White Envelopes Left Side Window #10 Standard Window - 24# W.W. Please no overrun.	360.00 M	13.5000	4,860.00	1000.300357
***** Total Order *****				4,860.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

**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.

**PURCHASING AGENT**

Date: \_\_\_\_\_

*[Handwritten Signature]*

12/19/12 BSK