

County of Union, Illinois  
Departmental Bill List

OFFICE/DEPARTMENT: CIO/Communications  
BOARD MEETING DATE: 08/08/2014  
DATE SUBMITTED: 08/06/2014

CHECK	BILL INFORMATION			AMOUNT
	INVOICE NUMBER L4001954 VENDOR NAME GlobalGovEd FUND LINE 01 5240 17 COMPUTER	INVOICE DATE 07/30/2014	DESCRIPTION Microsoft software licenses	13,064.25
	INVOICE NUMBER J8095284 VENDOR NAME GlobalGovEd FUND LINE 01 5240 17 COMPUTER	INVOICE DATE 08/04/2014	DESCRIPTION Fans/heatsinks	43.40
	INVOICE NUMBER 041480601 VENDOR NAME New Wave FUND LINE 01 5304 17 TELECOMMUNICATIONS	INVOICE DATE 08/27/2014	DESCRIPTION Fiber Internet	700.00
	INVOICE NUMBER 618-833-8712-0811 VENDOR NAME Frontier FUND LINE 01 5304 17 TELECOMMUNICATIONS	INVOICE DATE 07/22/2014	DESCRIPTION County clerk fax	46.97
	INVOICE NUMBER 5450 VENDOR NAME Ahead of Our Time Publishing, Inc. FUND LINE 01 5304 17 TELECOMMUNICATIONS	INVOICE DATE 08/01/2014	DESCRIPTION Capital Fax subscription	500.00
	INVOICE NUMBER 9711680937 VENDOR NAME Ash Credit Union FUND LINE 01 5200 17 OFFICE SUPPLIES	INVOICE DATE 08/05/2014	DESCRIPTION Payment for credit card purchase of office supplies from Staples	76.94
	INVOICE NUMBER VENDOR NAME FUND LINE [Select a Fund Line]	INVOICE DATE	DESCRIPTION	
	INVOICE NUMBER VENDOR NAME FUND LINE [Select a Fund Line]	INVOICE DATE	DESCRIPTION	
	INVOICE NUMBER VENDOR NAME FUND LINE [Select a Fund Line]	INVOICE DATE	DESCRIPTION	
	INVOICE NUMBER VENDOR NAME FUND LINE [Select a Fund Line]	INVOICE DATE	DESCRIPTION	
	INVOICE NUMBER VENDOR NAME FUND LINE [Select a Fund Line]	INVOICE DATE	DESCRIPTION	
	INVOICE NUMBER VENDOR NAME FUND LINE [Select a Fund Line]	INVOICE DATE	DESCRIPTION	
TOTAL				\$ 14,431.56

Consent given by the County Board

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



*[Handwritten Signature]*

Official/Department Head Signature

Unless noted by circling an item on this form, board consent implies approval of all individual requests.

[My Account](#)   [Laptops](#)   [Desktops](#)   [Servers](#)   [Monitors](#)   [Printers](#)   [Networking](#)   [Software](#)

Dear ROLLIE HAWK,

Thank you for your order. Please verify that all the below information is correct; if you need to change anything please contact us at 1-(732) 264-8200. Orders generally become available for modification 10-15 minutes after being placed online but due to our fast processing times there is only a very short window of opportunity to modify an order.

Every order is thoroughly reviewed to ensure that the order is accurate, the payment method is valid, and the purchaser is an authorized user for this payment method. Once the order has passed the rigorous review by our processing department, it is sent to our warehouse for shipment. Most orders are processed within minutes however depending on when an order is placed and the accuracy of the information supplied when the order is placed, processing can take longer. Further, for security reasons, in some circumstances voice confirmation may be required before we can process your order.

You may check your order status anytime by clicking [here](#) or by logging into our website and using the My Account features - where you can also print invoices, find rebate information, manufacturer contact and warranty information, submit product reviews, and much more.

We appreciate your business and hope you enjoy your purchase.

Regards,  
KARI GOVER  
kari.gover@globalgoved.com  
GlobalGovEd.com

\*All orders are subject to verification prior to shipment; if any additional information is required our Order Verification Department will contact you at the email address and/or phone number you provided

Order Number      L4001954      Order date      07/30/2014

**BILLING ADDRESS**

ROLLIE HAWK  
ACCOUNTS PAYABLE  
COUNTY OF UNION, ILLINOIS  
309 W MARKET ST  
JONESBORO, ILLINOIS 62952  
UNITED STATES

**SHIPPING ADDRESS**

ROLLIE HAWK  
COUNTY OF UNION, ILLINOIS  
309 W MARKET ST  
JONESBORO, ILLINOIS 62952  
UNITED STATES

**PAYMENT INFORMATION**

Purchase Order      CIO0004  
Order Summary

Product	Item #	Qty	Price	Extended Price	Expected Ship Date
MSFT OFFICE 2013 PRO PLUS GOV	M180-79P04770	25	381.46	9,536.50	07/30/2014
<u>Manuf Part No:</u> 79P-04770					
<u>Shipping Method:</u> UPS - UPS GROUND					

OLP GOVT UPG WIN PRO 8.1' NL	MF5-102110482	25	141.11	3,527.75	07/30/2014
<u>Manuf Part No:</u> FQC-08209					
<u>Shipping Method:</u> UPS - UPS GROUND					

My goal is to provide exemplary service and I take pride in exceeding the expectations of every customer. If I can be of service or if you have any feedback whatsoever please don't hesitate to respond to this email or call me at: 1-(732) 264-8200.

Subtotal:	13,064.25
Shipping:	0.00
Tax:	0.00
Extended Price:	13,064.25

GlobalGovEd.com is not responsible for typographical errors or omissions. This email was sent to cio@unioncountyil.gov in response to Order # L4001954.

Note that GlobalGovEd.com never sells, rents, or shares your email address. For more information, please review the GlobalGovEd.com Privacy Policy at: <http://www.globalgoved.com/sectors/aboutus/privacy.asp>

For Merchandise Returns:  
c/o GlobalGovEd.com Warehouse  
175 Ambassador Drive, Naperville, IL 60540

GlobalGovEd.com - Corporate Address. No Returns Accepted  
6990 State Route 36, Fletcher, OH 45326

**Click Here!** to see important sales and use tax information regarding the tax you may owe directly to the state of your residence if you are located in Oklahoma, Vermont, South Dakota, Colorado or Kentucky.



Overstock

ReCertified

Ship By Express

View Your Cart

Help

Track Your Order

Logout

SEARCH: >

GET EMAIL UPDATES: >

YOUR CART Total: \$43.40

Welcome, Rollie Hawk

Thank you for your Order! Your purchase is complete

Your Order Number is: J8095284

Go to My Portal

Date: 8/4/2014 12:28:01 PMEST

Billing Information:

UNION COUNTY
309 W MARKET ST
United States
JONESBORO, IL 629521226
(618) 925-2470
(618) 833-5316

Shipping Information:

ROLLIE HAWK
UNION COUNTY
309 W MARKET ST
ROOM 115
United States
JONESBORO, IL 62952
(618) 925-2470

Payment Method
Purchase Order No. cio0005

Ship Method
Ground (2 to 6 days)

Product Details:

Table with 4 columns: Product Description, Quantity, Price, Ext. Price. Row 1: Thermaltake CL-P0497 Intel Socket 775 CPU Cooling Fan, 4, \$ 10.85, \$ 43.40. Subtotal: \$ 43.4

Quote Details:

Table with 2 columns: Description, Amount. Rows: Product Total (\$43.40), Shipping & Handling (\$8.94), Sales Tax OH, IN, GA (\$0.00), Order Total (\$52.34)

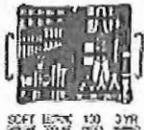
Customers with similar purchases also like the following items:

Ultra 130 Piece Tool Kit

Thermaltake Chaser MK-I Full Tower

BCEARS 90mm Fan Filter With Washable Filter

Tt eSports BLACK Element Laser Gaming Mouse



\$39.97

ADD TO CART



ACTUAL 6.52" 8.15" 4.55" TOWER 18.25" 18.25" 18.25" 18.25"

\$149.99

ADD TO CART



FAN 90mm 100% DUAL FILTER 100%

\$3.99

ADD TO CART



MOUSE LASER LIVE USB

\$64.99

ADD TO CART

Please write this down if you wish to track this order in our system. You will receive an Order Confirmation via email shortly.

Note: If you do not receive the confirmation message within next several hours, check your spam folder in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation message and click This is Not Spam (AOL), Not Junk (Hotmail), Not Spam (Yahoo), Not Spam (Gmail) or the like, which will allow future messages to get through.

To ensure security, this order may require voice confirmation with our Credit Department prior to shipping. If this is necessary, a representative will call or email you while processing your order. Pricing and availability are subject to change. We reserve the right to cancel any order before it is shipped.



Account Number 041480601  
 Payment Due By **08/27/2014**  
 Amount Due **\$700.00**

newwavecom.com/livechatactive.php

newwavebusiness.com

1-866-460-9283

We certainly appreciate your business. Payment must be received on or before the due date to avoid a late fee of 1.5%, or a minimum of \$7.99 (taxes may apply). This invoice does not include transactions after the statement date. For assistance with any of your business needs, please email us @ bizsupport@newwavecom.com or call us at 1-866-460-9283.

FOR SERVICE AT:  
 309 W MARKET ST  
 JONESBORO, IL 62952-1226

**Monthly Statement Summary**

Service Period	08/07/14 - 09/06/14
Previous Balance	\$700.00
Payments and Adjustments	-\$700.00
Current Charges	\$700.00
Total Amount Due	\$700.00

Please allow 3-5 days for delivery and payment processing. If payment is processed after due date a late fee will be assessed.



**Solutions to keep your business connected**

- » High-Speed **Internet**
- » Business **Phone Service**
- » Crystal-Clear **Television**
- » Fiber-based **Services**



**866.460.9283**

**SAVE TIME AND MONEY**  
 visit [newwavecom.com/easypay.html](http://newwavecom.com/easypay.html)  
 for free online payment service

Important billing detail on back

Please return this portion with your payment



7522 0100 NO RP 31 07312014 NYNNNNNN 0004472 51 T27  
 6377 1 AB 0.403

Account Number 041480601  
 Payment Due By **08/27/2014**  
 Amount Due **\$700.00**  
 Amount Enclosed \$ \_\_\_\_\_

UNION COUNTY COURTHOUSE  
 309 W MARKET ST  
 JONESBORO IL 62952-1226

Make checks payable to:  
 NEWWAVE COMMUNICATIONS  
 PO BOX 988  
 SIKESTON MO 63801

041480601000700003



Account Number 041480601

Paying by check authorizes NewWave Communications to use the information from your check to make a one-time electronic fund transfer from your bank account. Funds may be drawn from your account as soon as the same day your payment is received. Your original check will be destroyed once processed. We appreciate all check and direct debit payments. In the event that either of these payment types is returned to us unpaid, we reserve the right to re-present the transaction for payment. Unpaid transactions are subject to return check service fees. If you want to save time and stamps, sign up for auto payment at [www.newwavecom.com/easypay](http://www.newwavecom.com/easypay) using your checking account or debit/credit card. It's easy, secure, and convenient!

CAREER OPPORTUNITIES are available at NewWave Communications. Please visit our website: [www.newwavecom.com](http://www.newwavecom.com) for details. NewWave Communications is an Equal Opportunity Employer.

This statement reflects payments received through 07/30/2014

06/30 Amount of Last Statement . . . . . \$700.00

**PAYMENTS AND ADJUSTMENTS**

07/18 Payment Received - Thank You . . . . . -\$700.00  
**Subtotal . . . . . -\$700.00**

**SERVICE CHARGES**

08/07 - 09/06 Internet Access . . . . . \$700.00  
**Subtotal . . . . . \$700.00**

**TOTAL AMOUNT DUE NOW . . . . . \$700.00**



AUTOMATIC MONTHLY PAYMENT - BANK ACCOUNT

Enclose a check for this month's payment. Bank account information will be taken from your enclosed check payment.

Signature: \_\_\_\_\_

**SAVE TIME AND MONEY**  
 visit [newwavecom.com/easypay](http://newwavecom.com/easypay)  
 for free online payment service

**AUTOMATIC MONTHLY CREDIT CARD PAYMENT OR ONE TIME ONLY**

AUTOMATIC MONTHLY PAYMENT - CREDIT/DEBIT CARD

ONE TIME PAYMENT - CREDIT/DEBIT CARD

Card # \_\_\_\_\_

Exp. Date: Month \_\_\_\_\_ Year \_\_\_\_\_

Signature: \_\_\_\_\_



Check out [www.FrontierOnline.com](http://www.FrontierOnline.com) for great products, special offers and complete customer service information.

**Account Summary**

Date Due	8/15/14
Billing Date	7/22/14
Account Number	618-833-8712-081188-5
Amount of Last Bill	47.11
Payments Received Thru 7/22/14	.00
Balance Before Current Charges	47.11
New Charges	46.97

**Total Amount Due \$94.08**

**Contacting Us**

Your Personal Identification Number is	5078
Billing Questions	<a href="http://www.frontier.com">www.frontier.com</a>
Business	1-877-387-3477

## Your customers text. So should your business.

Everyone is texting these days. And now you can send business texts right from your computer. Don't miss this new opportunity to connect with your customers.

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- ✓ Schedule an appointment
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- ✓ Text special offers to customers

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FOR  
BUSINESS**

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qualifying plans

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1398 S. Woodland Blvd. Suite B, Deland, FL 32720

AV 01 023490 50947B 99 A\*\*5DGT



COUNTY OF UNION  
COUNTY CLERK OFC  
309 W MARKET ST  
RM 116  
JONESBORO, IL 62952-1239

**PAYMENT STUB**

**Total Amount Due \$94.08**

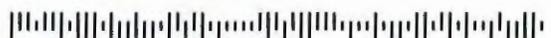
Date Due	8/15/14
Account Number	618-833-8712-081188-5

Please do not send correspondence with your payment. Make checks payable to Frontier.

**Amount Enclosed \$ .**

Check here for billing address change (see reverse)

FRONTIER  
PO BOX 20550  
ROCHESTER NY 14602-0550



244086618833871208118800000047110000094085

**For Billing and Service Questions, Call 1-877-387-3477, 7am-6pm Monday-Friday,  
or visit [www.Frontier.com](http://www.Frontier.com).**

**HOW TO PAY YOUR BILL**

Pay online, by phone, by mail or at any Authorized Payment Location. Paying by check authorizes Frontier to make a one-time electronic funds transfer from your account, which could be transacted as early as the day your check is received. You can also set up recurring electronic payments to streamline your bill payment. Visit [Frontier.com](http://Frontier.com) for payment locations and more information.

**PAST DUE BALANCE**

You are responsible for all legitimate, undisputed charges on your bill. If your payments are not made on time, your service may be interrupted and you may have to pay a reconnection charge to restore service. Continued nonpayment of undisputed charges (incl. 900 and long distance charges) may result in collection action and a referral to credit reporting agencies, which may affect your credit rating.

**LATE PAYMENT and RETURNED CHECK FEES**

A fee may be charged for payments received after the due date or for a check that is returned by the bank for any reason.

**IMPORTANT CONSUMER MESSAGES**

- This bill may contain charges for additional services purchased from companies other than Frontier. Such charges appear in a separate section of this bill along with the name of the service provider. Be certain that you are only being charged for services you authorized. You can call Frontier or the service provider's representative at the toll-free numbers provided in this bill with any questions about charges. You do not have to pay Frontier for disputed third party charges and Frontier will not pursue collections or adverse credit reports for such charges. If you want only charges from Frontier on your bill, call us to ask for a block on your account at no charge to you.
- Visit [Frontier.com/terms](http://Frontier.com/terms), [Frontier.com/tariffs](http://Frontier.com/tariffs) or call customer service for information on Frontier's applicable tariffs or price lists and other important Terms, Conditions and Policies related to your Local, Long Distance, High Speed Internet and/or TV service, including limitations of liability and early termination fees ([Frontier.com/etf](http://Frontier.com/etf)).

**Hard of Hearing, Deaf, Blind, Vision and/or Mobility Impaired customers may call 1-877-462-6606 to reach a consultant trained to support their communication needs.**

**Account Number**  
COUNTY OF UNION

**618-833-8712-081188-5**

**Changing your billing address**

Use this space or login to My Account at [www.frontieronline.com](http://www.frontieronline.com) to change the mailing address where we send your bill. Allow 2 billing cycles for the address change to take effect.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**CURRENT BILLING SUMMARY**

Local Service from 07/22/14 to 08/21/14

Qty Description	618/833-8712.0	Charge
<b>Basic Charges</b>		
Business Line - Measured		18.99
2 Multi-Line Federal Subscriber Line Charge - Bus		11.39
Local Measured Service		.23
Federal USF Recovery Charge		1.78
IL State Public Utilities Tax		.02
IL Infrastructure Maint Fee		.16
IL State Excise Tax		2.13
Illinois Universal Service Fund		.18
<b>Total Basic Charges</b>		<b>34.88</b>
<b>Optional Services</b>		
Non-Published Listing		2.20
Non-Published Listing		2.20CR
Other Charges-Detailed Below		4.60
FTR Long Distance - Federal USF Surcharge		.60
IL State Excise Tax		.05
Illinois Universal Service Fund		.01
<b>Total Optional Services</b>		<b>6.26</b>
<b>Toll/Other</b>		
Frontier Com Online & LD Inc. -Detailed Below		2.74
Other Charges-Detailed Below		2.09
FTR Long Distance - Federal USF Surcharge		.65
IL Infrastructure Maint Fee		.02
IL State Excise Tax		.40
Illinois Universal Service Fund		.03
<b>Total Toll/Other</b>		<b>6.83</b>
<b>TOTAL</b>		<b>46.97</b>

**MEASURED CALL DETAIL for 618/833-8712**

BUS USS CLASS B

Type of Call	Number of Calls	Additional Minutes	Charge
Dial Day	17	5	.20
Dial Evening			.00
Dial Night	2		.00
	Loss Allowance for 30 Days		.00
<b>Subtotal</b>			<b>.20</b>

**MEASURED CALL DETAIL for 618/833-8712**

BUS USS CLASS B EAS

Type of Call	Number of Calls	Additional Minutes	Charge
Dial Day	1		.03
Dial Evening			.00
Dial Night			.00
	Loss Allowance for 30 Days		.00
<b>Subtotal</b>			<b>.03</b>

**\*\* ACCOUNT ACTIVITY \*\***

Qty Description	Order Number	Effective Dates	Charge
1 Frontier Road Work Recovery Surcharge			
	AUTOCH	7/22	.75
1 Federal Primary Carrier Multi Line Charge			
	AUTOCH	7/22	3.85
1 Carrier Cost Recovery Surcharge			
	AUTOCH	7/22	2.99
618/833-8712	<b>Subtotal</b>		<b>7.59</b>
<b>Subtotal</b>			<b>7.59</b>

**CUSTOMER TALK**

Please immediately pay any Balance Before Current Charges to avoid collection activities. All other charges should be paid when due to keep your account current. To avoid disconnection of local service, you must pay \$94.08.

Effective August 1st, Frontier's Business Contact Center will be available Monday through Friday from 7:00 am to 7:00 pm and Saturday 9:30 am to 4:00 pm local time.

Effective with this bill, some a la carte features will increase up to \$2.00/month. Customers with Frontier Simply Unlimited or features within their bundle are not impacted. Features increasing are: 3 Way Calling, Anonymous Call Rejection, Basic Call Forward, Basic Call Forward - Fixed, Busy Number Redial \*66, Call Forward Busy, Call Forward Busy/No Answer, Call Forward No Answer, Call Forward Plus Variable, Call Forward Remote Activation, Call Return \*69, Call Transfer, Call Walling/Cancel Call Walling, Caller ID Number Only, Caller ID only plus Anonymous Call Block, Caller ID with Name, Distinctive Ring, Enhanced Call Forward, Multiple Simultaneous Call Forward, Priority Call, Remote Activated Call Forward, Remote Call Forward, Selective Call Acceptance, Selective Call Forward, Selective Call Rejection, Speed Call 30, Speed Call 8, Pay Per Use 3 Way Calling, Pay Per Use Busy Redial \*66, Pay Per Use Call Return \*69, and Pay Per Use Call Trace.

Frontier is grandfathering the following features and feature packages: Basic Call Forward - Fixed, Call Transfer, Caller ID Number Only, Caller ID only Plus Anonymous Call Block, Caller ID Plus, Speed Call 8, 4900 Value Pak, Class Value Pak (A), CNAM Basic Feature Pak, CNAM Enhanced Pak, CNAM Plus, CNAM Value Pak, Enhanced Feature Pak, Frontier Business Select Pak, Frontier Feature 5 Pak, Frontier Freedom Pak with VM, Frontier Freedom Pak without VM, and Frontier Saver Package. Any changes to grandfathered features may result in new charges. If you have any questions, please contact our Customer Service Center.

Effective with this bill, the FCC-authorized Access Recovery Charge (ARC) increased \$0.36/line, \$0.64 per Centrex and Multi-lines, and \$3.20 per ISDN PRI line. The Federal Subscriber Line charges for Multi-lines and Centrex rates decreased \$0.12 per line and the rate for ISDN PRI decreased \$0.60 per line. While ARC allows Frontier to recover a portion of required reductions in the rates it charges long distance companies to complete long distance calls, this revenue enables Frontier to continue to invest in its network and provide you with reliable, high quality services.

AHEAD OF OUR TIME PUBLISHING, INC  
*Capitol Fax Newsletter*  
P O Box 5252  
Springfield, IL 62705

Invoice # 5450  
Billing Date: 8/1/2014  
FEIN: 36-4146406

Rollie Hawk  
Union County Chief Information Officer  
Union County  
309 West Market Street  
Room 115  
Jonesboro IL 62952

<u>Description</u>	<u>Amount DUE</u>
Subscription term: Oct 2014 - Sept 2015	\$500



**THANK YOU FOR YOUR BUSINESS!**

Complete and return the portion below with your payment to:

**Ahead of Our Time Publishing, P O Box 5252, Springfield, IL 62705**

Capitol Fax Invoice # 5450

Fax:  
Email: [capfax@unioncountytill.gov](mailto:capfax@unioncountytill.gov)

Rollie Hawk  
Union County Chief Information Officer  
Union County  
309 West Market Street  
Room 115  
Jonesboro IL 62952

**Note any changes to your mailing address, email, fax number or your delivery option. Unless specified, our default delivery option is email.**



# Thank You for Your Order

A confirmation email will be sent to you at [rhawk@unioncountyil.gov](mailto:rhawk@unioncountyil.gov) with your complete order details. For items being picked up, please don't go to the store yet. We'll send you an email when it's ready for pick up.

If you have any questions about your order, please visit our [Help Center](#).

Order No 1: 9711680937  
 Order date: August 5, 2014

You'll also find complete details of this order in the Order Status section of My Account. You can view this information 15 minutes after your order is submitted.

**Deliver to:** Rollie Hawk, 309 W. Market, Room 115, Jonesboro, IL 62952-1239

**Expected Delivery : 1 Business Day**

Item No.	Name	Price	Qty	Coupons & Rewards	Subtotal
211540	Scotch® Transparent Tape 810, 3/4" x 18 yds with Dispensers, 1" Core, 6/Pack	\$15.39 6/Pack	1.0	\$0.00	<b>Price: \$15.39</b>
125328	Sharpie® Fine Point Permanent Markers, Black, Dozen Box	\$7.31 Dozen	1.0	\$0.00	<b>Price: \$7.31</b>
587221	Second Nature® Legal Notepad, jr. Legal Rule, Canary, Perforated, Recycled, 50 Sheets/Pad, 12 Pads/Pack, 5" x 8"	\$19.29 12/Pack	1.0	\$0.00	<b>Price: \$19.29</b>

**Expected Delivery : 3 Business Days**

Item No.	Name	Price	Qty	Coupons & Rewards	Subtotal
IM1KV7323	Gear Head™ 10' USB 2.0 Cable For Printers and Peripherals	\$6.99 Each	5.0	\$0.00	<b>Price: \$34.95</b>

**Billing Address**

Rollie Hawk  
 Union County CIO  
 309 W. Market  
 Room 115  
 Jonesboro, IL, 62952-1239  
 (618) 925-2470

Subtotal:	<b>\$76.94</b>
Coupons and Rewards:	<b>\$0.00</b>
Estimated Tax:	<b>Tax Exempt</b>
Delivery:	<b>Free</b>
Total:	<b>\$76.94</b>
Remaining Balance:	<b>\$76.94</b>
Remaining Balance will be applied to following:	
Visa Credit Card ending in 0116	

Hold on to your Staples Rebate Visa Cards and Prepaid Gift Cards until your order has been received  
 if you have any questions or concerns about your order, please call 1-800-STAPLES (1-800-782-7537) or email [support@orders.staples.com](mailto:support@orders.staples.com)  
 Important information concerning coupons and sales tax can be found at: [coupons and sales tax](#)  
 The tax shown is estimated. Your Order Confirmation Email will include shipment details, product availability and estimated tax.  
 Important information concerning return policy can be found at: [return policy](#).  
 For complete order details like sales tax, shipping info and Software Download instructions, keep an eye out for an email from Staples at the address above. You'll also find complete details of this order in the Order Status section of My Account. You can view this information 15 minutes after your order is submitted.  
 Sign up to receive Staples emails with great online and in-store offers and exclusive money-saving discounts.

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