



Conference Services

1032 W Sheridan Rd
Halas 107
Chicago, IL 60660
email: cs-office@luc.edu
tel: 773-508-8090
fax: 773-508-2601

Date: October 24, 2023
To: Ms Susan Aldworth
From: John Conway
Regarding Invoice For: Conscious Capitalism
Event Dates: September 21, 2023 to: September 21, 2023

Thank you for holding your event at Loyola University Chicago; we enjoyed hosting it.
We would appreciate your settling the amount due in this invoice by the payment due date.

Amount Due: \$1,264.59

Payment Due: 30 days from Invoice date.

Please make checks receivable to Loyola University Chicago and reference contract # : Kx-28405
If payment is not received within 30 days from the invoice date, a charge of 1.5% of the total
bill will be added to the amount due. If you have any questions, please feel free to contact me.

Thank You,

John Conway

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For Office Use Only

Acct:	_____
Type:	_____
Ck/Or# D-M-V	_____
Amount:	_____
Deposit Date:	_____
Event Ref:	28405

Date: October 24, 2023
Name: Ms Susan Aldworth
Regarding Invoice For: Conscious Capitalism
Invoice Number: 28405
Event Dates: September 21, 2023 to September 21, 2023
Amount Due: \$1,264.59
Payment Due: 30 days from Invoice date

For your convenience, we have some easy ways to pay. Please select your preferred method and return this form with your payment. Thank you.

Payment by Check:

Please make check receivable to Loyola University Chicago and include the reference number on the check.

Please mail all checks to:

Conference Services - Accounts Receivable
 1032 W Sheridan Rd
 Halas 107
 Chicago, IL 60660

Payment by Credit Card:

To pay by credit card, please follow the instructions below. Once your transaction is completed, please fill in your order number and send in this form to the address above, e-mail it to cs-office@luc.edu, or fax it to 773-508-2601.

1. You can obtain our credit card processing system by going to the website: www.luc.edu/cspayments.
2. CS-Payments: Next to the Full Payment option (the last option), open the "View Details."
3. Full-Payment: Enter the total invoice amount due. Proceed by pressing the "Add to Cart."
4. Full Payment-Options: Enter your contact information. For the "Invoice or Conference ID Number" please enter the Invoice Reference Number listed above. Proceed by pressing the "Continue."
5. Shopping Cart: Please proceed by pressing the "Checkout."
6. Delivery Address: Confirm your e-mail address, and proceed by pressing the "Continue."
7. Payment Methods: Enter your credit card and billing address information and proceed by pressing the "Use This Payment Method."
8. Review Order: Please review your payment and make any necessary changes. If no changes are needed, please proceed by pressing the "Submit Your Order."
9. Order Receipt: When your order is processed, you will receive an order number. Please record this number on your registration form, to verify payment has been made. We also recommend that you print out a copy of the payment confirmation for your records.
10. Order Number: _____

Payment by Loyola University Internal Account: 4999

Please fill out the account information below in order for the remaining total payment to be charged. You may send in this form to the address below or fax it to 773-508-2601. (Example: 111222-3344)

Budget Number: _____ - _____



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INVOICE

INVOICE TO

Ms Susan Aldworth
 Conscious Capitalism
 834 Wesley ave, Oak Park, IL
 Oak Park IL 60302

INVOICE NUMBER	28405
CONTRACT REFERENCE	2023-ACSRGT
INVOICE DATE	10/24/2023
REFERENCE NUMBER	14346
EVENT START DATE	21 September 2023
EVENT END DATE	21 September 2023

Date	Item	QTY	UNIT PRICE	Tax Amount	TOTAL
09/21/2023					
	Catering BEO#53165	1	1,539.90		\$1,539.90
	Built-in A/V(Value \$150)	1	135.00		\$135.00
	Handheld Mic (Value \$100)	2	90.00		\$180.00
	Equipment: WiFi Codes (Value \$10)	1	9.00		\$9.00
	SCHR 1001(Value \$950) Half-Day Rate	1	855.00		\$855.00
	Catering Admin BEO#53165	1	277.18		\$277.18

Please make checks receivable to Loyola University Chicago and reference contract #: Kx-28405 If payment is not received within 30 days from the invoice date, a charge of 1.5% of the total bill will be added to the amount due. If you have any questions, please feel free to contact us.

Analysis Code Summary

A/V	\$324.00
Admin Chrg (18% SC)	\$277.18
Catered Meals	\$1,539.90
Meeting Rooms	\$855.00

Net total	\$2,996.08
Water Tower Meals Tax	\$213.51
Sub Total	\$3,209.59
Deposit	\$1,945.00
Total Due:	\$1,264.59



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Conscious Capitalism
834 Wesley ave, Oak Park, IL
Oak Park IL 60302

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Date	Item	QTY	UNIT PRICE	Tax Amount	TOTAL
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Remittance Advice			
Company Name: Conscious Capitalism		Amount Due:	\$1,264.59
Invoice No: 28405	Contract Number 2023-ACSRGT	Date:	10/24/2023

Order Name: **Conscious Capitalism Reception**



Water Tower Campus
Sales Office: 773.508.6035 Fax:773.508.8203

CATERING EVENT ORDER #53165
Thursday, 9/21/2023
Ordered On: 8/9/2023
Last Modified: 9/22/2023 9:43:49 AM
 Ready For Billing

Customer Information

First Name: Susan
Last Name: Aldworth
Department: Conscious Capitalism
Email: saldworth@consciouscapchicago.org
Phone: tbd

Payment Information

Payment Type: Billing Account Number
Account Number: Conference Services
Event Authorized By: Event Not Yet Authorized

Delivery / Pickup Information

Select Event Location: Water Tower Campus
Method: Water Tower Campus Delivery
Room Setup: See Setup
Delivery Contact: Susan Aldworth
Company: Conscious Capitalism
Sales Person: Caroline Prams
Delivery Phone: tbd
Style of service: Buffet
Building: Schreiber Center
Floor: 10
Room Name: 1001
Serviceware Choice: Melamine Serviceware with Compostable
Menu Type: External

Order Information

Guest Count: 30
Pick-up/ Delivery Date: Thursday, 9/21/2023
Food Delivery Time: 5:30 PM
Event Start Time: 6:00 PM
Event End Time: 7:00 PM
Food Clean-up Time: 7:00 PM

TIMELINE

Timeline

Qty.	Price	Ext.
1	\$0.00	\$0.00

6:00pm - Reception Guests Arrive
 6:00pm-7:00pm - Reception
 7:00pm - Bar and Buffet Close, Programming Guests Arrive
 7:00pm-8:30pm - Programming

FOOD

	Qty.	Price	Ext.
Chef's Choice Charcuterie Display - per person	30	\$9.50	\$285.00
Hot Hors d`Oeuvres - Crab Cakes - per dozen	5	\$30.99	\$154.95
Cold Hors d`Oeuvres - (V) Mediterranean Antipasto Skewers - per dozen	5	\$39.59	\$197.95

ALCOHOL

	Qty.	Price	Ext.
Beer & Wine Bar on Consumption **\$500 Minimum - Invoice to be Updated Following Conclusion of Event**			
Assorted Domestic Beers - \$6/each			
Chardonnay and Cabernet Sauvignon Wines - \$22/bottle	1	\$500.00	\$500.00
Assorted Soft Drinks - \$2.09/each			
Iced Water - Complimentary			

SET-UP

	Qty.	Price	Ext.
Set-Up			
(1) 8ft table for bar with house black linen	2	\$16.00	\$32.00
(1) 8ft table for buffet with house black linen			

LABOR AND STAFF

	Qty.	Price	Ext.
Labor	1	\$370.00	\$370.00

* Any amount charged by Aramark (such as an administrative, service, delivery, labor, or other charge or fee), unless expressly designated as a tip or gratuity, is not for the benefit of any employee(s) and is not a tip or gratuity. Charges or fees other than those designated as tips or gratuities are not distributed to employees except

Order Totals

Sub Total \$1,539.90

9/28/23, 4:01 PM

Catering Event Order Report

where expressly stated otherwise in writing.

Order Changes or Cancellation notice is due 72 business hours before event day.
Changes can be requested but no guarantees will be made.

Administrative Fee	\$277.18
Tax	\$213.51
Order Total	\$2,030.59
Balance Due	\$2,030.59

Special Instructions

Catering Event Order #53165