

Sending Vendor a signed contract from Cobblestone [requires Adobe Acrobat Pro]

Contract Insight 2014 - Enterprise Edition Powered By: CobbleStone Systems Corp
 Application Version: 12.2.2.140218 On: Matthew Wallis Apr 07 2014 11:06:04

Home My Contracts Employees Companies Negotiations Reports/Searches Manage/Setup Help Log Out

Contract Details

Details
 Contract Title: Rental Contract
 Contract Type: Event
 Account Number: 6343
 Fund Number: 11000
 Dept Number: 38214
 Project Number:
 Customer/Vendor Name: Taylor's Rental Equipment Company
 Description: Renting tables and chairs for International Counselor Luncheon. I apologize for the short notice; I just received the contract on Friday and emailed it immediately to Misy. They were waiting to get a final head count for the lunch.
 Employee: Wood, Marva
 Department/Division: Admission
 Status: Fully Executed
 Is Proof of Insurance Yes Present:

Dates
 Start Date: 4/8/2014
 End Date: 4/8/2014
 Date Needed: 4/7/2014

Financial/Budgetary
 Contract Amount: 204.00

Notes
 Renewal Notes:

Record Info
 Entered By: Wood, Marva
 Date Entered: 4/7/2014 10:20:21 AM
 Date Updated: 4/7/2014 10:42:51 AM
 Updated By: Wallis, Matthew
 Contract ID: 335

Files / Attachments
 Attached Files, Documents, Images Refresh

Select File Browse Notes Save Attach Internal

Your browser does not support Drag and Drop. Please take a look at the info box for additional information.

Page 1 of 1, Items 1 to 3 of 3.

View File	Notes	Entry Date	Entered By	Collaboration Type	Checked Out To	Last Viewed By	Last View Date	Ver.
TAYLOR'S CONTRACT FOR INTERNATIONAL COUNSELOR LUNCHEON.pdf		4/7/2014 10:42:08 AM	Wallis, Matthew	Internal	-	-		1
Taylor's Rental Equipment.pdf		4/7/2014 10:31:00 AM	Wood, Marva	Internal	-	Wallis, Matthew	4/7/2014	1
Taylor's Contract for International Counselor Lunch.pdf		4/7/2014 10:31:00 AM	Wood, Marva	Internal	-	Wallis, Matthew	4/7/2014	1

Page 1 of 1, Items 1 to 3 of 3.

Tasks, Alerts, Workflow, Alerts
 Tasks, Alerts, Events, & Workflow Add Task

Name	Assigned To	Start	End/Date	Notify days	Alert Date	Status	Task Complete Date
Contract Needs to be Submitted to Supervisor	Marva Wood	4/7/2014	4/7/2014	0	4/7/2014	Task Complete	4/7/2014 10:35:35 AM
Contract Needs Supervisor Review	Matthew Wallis	4/7/2014	4/7/2014	0	4/7/2014	Task Complete	4/7/2014 10:42:27 AM
DCA Review and Approval	Matthew Wallis	4/7/2014	4/7/2014	3	4/4/2014	Task Complete	4/7/2014 10:42:37 AM
Contract is Fully Executed	Marva Wood	4/7/2014	4/7/2014	0	4/7/2014	Open	

Checklists / Milestones
 Milestone and Checklists Add Checklist

Budget / Funding Line Items
 Budget / Funding Line Items Details Add Budget Line Item Export

Price / Cost Line Items
 Price / Cost Details Add Price/Cost Item Import Price/Cost Data Export Price/Cost Data

Notes, Comments, Diary Log
 File Notes & Comments

Enter Notes Below and/or optionally enter a subject: Internal

Font Name Size B I U A -

Save Note Refresh

Note: when editing the notes, the edited text will be displayed in the notes text editor above.

Additional Parties, Locations, Departments

Click on link to contract. The one you need to return will be the one on top.

Once you click link you will have this question pop-up

Contract Insight 2014 - Enterprise Edition Powered By: CobbleStone Systems Corp
Application Version: 12.7.2.140218 Matthew Wallis Apr 07 2014 11:06:08

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Status: Fully Executed
Is Proof of Insurance Yes: Present

Dates

Start Date: 4/8/2014
End Date: 4/8/2014
Date Needed: 4/7/2014

Financial/Budgetary

Contract Amount: 204.00

Notes

Renewal Notes:

Record Info

Entered By: Wood, Marva
Date Entered: 4/7/2014 10:20:21 AM
Date Updated: 4/7/2014 10:42:51 AM
Updated By: Wallis, Matthew
Contract ID: 335

Files / Attachments

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View File	Notes	Entry Date	Entered By	Collaboration Type	Checked Out To	Last Viewed By	Last View Date	Ver.
		4/7/2014 10:42:18 AM	Wallis, Matthew	Internal	-	-	-	2
		4/7/2014 10:42:08 AM	Wallis, Matthew	Internal	-	-	-	1
		4/7/2014 10:31:00 AM	Wood, Marva	Internal	-	Wallis, Matthew	4/7/2014	1

Tasks, E-mails, Workflow, Alerts

Tasks, Alerts, Events, & Workflow Add Task

Name	Assigned To	Start	End/Date	Notify days	Alert Date	Status	Task Complete Date
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Checklists / Milestones

Milestone and Checklists Add Checklist

Budget / Funding Line Items

Budget / Funding Line Items Details Add Budget Line Item Export

Price / Cost Line Items

Price / Cost Details Add Price/Cost Item Import Price/Cost Data Export Price/Cost Data

Notes, Comments, Diary Log

File Notes & Comments

Enter Notes Below and/or optionally enter a subject: Internal

Save Note Refresh

Note when editing:

Additional Part

Do you want to open or save TAYLOR'S CONTRACT FOR INTER....PDF (449 KB) from tcu.cobblestonesystems.com?

Open Save Cancel

Click "Open"

After you click "Open" it will pull the document up in Adobe Acrobat

TAYLOR'S CONTRACT FOR INTERNATIONAL COUNSELOR LUNCH.PDF - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

2 / 2 [Navigation] 77.2% [Zoom] [Tools] [Comment] [Share]

Signed and all signatures are valid. [Signature Panel]

R-10-1-11

220 UNIVERSITY DRIVE
FORT WORTH, TX 76107
(817) 332-5258

TAYLOR'S
RENTAL EQUIPMENT COMPANY

PLEASE REMIT TO:
P.O. BOX 470764
FORT WORTH, TX 76147

OPEN 7:00 A.M. TO 5:30 P.M., MON. - SAT.

1001
ITEMS

THIS IS A CONTRACT
THE WORDS RENTER, BUYER, YOU AND YOURS MEANS THE PERSON WHO SIGNS THIS CONTRACT OR ARE DESIGNATED UNDER ITS TERMS; WE, OUR AND DEALER REFER TO TAYLOR'S RENTAL EQUIPMENT COMPANY.

TERMS: CASH IN ADVANCE
ESTABLISHED OPEN ACCOUNTS ARE DUE AND PAYABLE 15TH OF MONTH, PAST DUE ACCOUNTS BEAR LATE PAYMENT PENALTIES AT 1% PER MONTH.

Customer ID=====RESERVATION=====Contract Number
200380=====01-663123-02

04/03/14 TCU-ADMISSIONS OFFICE P.O. BOX 297013 FORT WORTH, TEXAS 76129
TCU-ADMISSIONS OFFICE P.O. BOX 297013 FORT WORTH, TEXAS 76129

CAR LIC# P.O. BEATRICE 817-257-6500 DEL: MARY WRIGHT ADMISSIONS CENTER EMAIL: B.GUTIERREZ@TCU.EDU
Rsvd: MON 03/17/14 10:54
Out: TUE 04/08/14 08:00
Due: TUE 04/08/14 15:00

Item No.	Qty	Description	Rate	Info	Unit	Extended
115-0180	5	TABLE, 60" ROUND	P1 9.00/d	9.00 27.00/w	9.00	45.00
115-0061	38	CHAIR, BLACK WOOD	P1 3.00/d	3.00 9.00/w	3.00	114.00
015-0922	1	DEL-PARTY-45	AA 45.00/d	45.00 45.00/w	45.00	45.00

-----Receipts Summary-----

>>>>>Do not pay from this invoice<<<<<

Total 204.00

-----Summary-----

CONTRACTOR ACCESS. 45.00
PARTY - TBLS/CHAIRS 159.00

I, the undersigned renter, specifically acknowledge that I have received and understand the instructions regarding the use and operation of the rented equipment.
Renter further acknowledges that he has read and fully understands the within equipment rental contract and agrees to be bound by all of the terms, conditions and provisions hereof. Renter acknowledges that he has received a true and correct copy of this agreement at the time of execution hereof.

YOU ARE CHARGED FOR TIME OUT - NOT TIME USED

RETURN EQUIPMENT BY: TUE 04/08/14 15:00

Matthew L. Wallis
Digitally signed by Matthew L. Wallis
DN: cn=Matthew L. Wallis, o=Texas Christian University,
email=matthew.wallis@tcu.edu, c=US,
serial=39310407.004139.0507

THIS IS YOUR CONTRACT, READ BOTH SIDES BEFORE SIGNING.

Click on "Share" and it opens the panel on the right

TAYLOR'S CONTRACT FOR INTERNATIONAL COUNSELOR LUNCH.PDF - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

2 / 2 [Navigation] 51.9% [Zoom] [Tools] [Comment] [Share]

Signed and all signatures are valid. [Signature Panel]

Sign In

Send Files

Use Adobe SendNow Online

Attach to Email

Select File:

TAYLOR'S CONTRACT FOR INTER... 1 file / 450 KB

Attach

RENTAL CONTRACT

WE RENT TAYLOR'S 1001 ITEMS RENTAL EQUIPMENT COMPANY

220 UNIVERSITY DRIVE FORT WORTH, TX 76107 (817) 392-6258

PLEASE REPLY TO: P.O. BOX 470756 FORT WORTH, TX 76147 OPEN 7:00 A.M. to 5:30 P.M., MON - SAT.

Customer ID: 200360 RESERVATION Contract Number: 01-285123-55

04/02/14 TCU-ADMISSIONS OFFICE P.O. BOX 297013 FT. WORTH, TX 76129

CAR LICN P.O. BEATRICE 817-257-6500 DEL: MARY WRIGHT ADMISSIONS CENTER EMAIL: M.WRIGHT@TCU.EDU

Item No.	Qty	Description	Rate	Info	Units	Extended
115-0180	5	TABLE, 60" ROUND	9.00/d	P1	9.00 27.00/m 54.00/h	45.00
115-0061	38	CHAIR, BLACK WOOD	3.00/d	P1	3.00 9.00/m 18.00/h	114.00
015-0922	1	DEL-PARTY-45	45.00/d	SA	45.00 45.00/m	45.00

Receipts Summary: CONTRACTOR ACCESS: 45.00 PARTY - TBLS/CHAIRS: 159.00 Total: 204.00

YOU ARE CHARGED FOR TIME OUT - NOT TIME USED

Matthew L. Wallis

Click on “Attach” and it automatically attaches the document to a new email. You should be able to take it from there.

