

PO Box 1022  
Enfield, NH 03748

Date	Invoice #
7/8/2025	3011250

Bill To
City of Somerville C/O S. Tiwari & S. DeCarlo Office of Communications 93 Highland Avenue Somerville, MA 02143

Ship To
City of Somerville Steve Decarlo Office of Communications 93 Highland Avenue Somerville, MA 02143

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	DueonReciept-1.5%o...	MR	7/2/2025			
Quantity	Item Code	Description	Price Each	Amount		
1.75 3.5	Service Invoice Travel Expenses	On-Site Engineering (on 6/3/25) travel expenses	105.00 40.00	183.75 140.00		
Total					\$323.75	

**From:** [Accounts Manager](#)  
**To:** [Communications Finance](#)  
**Subject:** Re: FW: Invoice due  
**Date:** Friday, July 11, 2025 12:51:36 PM  
**Attachments:** [image001.png](#)

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Hi Marjorie,  
The travel was for the date of service on 6/3/25

Sincerely,  
Mary Ann  
Accounting Services  
Unique Media Systems

On 7/11/2025 12:03 PM, Communications Finance wrote:

Hi Mary Ann,

I hope this message finds you well.

My name is Marjorie Rizzo, and I'm the new Finance Manager. I'll be assisting with this matter moving forward.

I'm reaching out regarding invoice **#3011250**. I see a charge for On-Site Engineering dated **6/3/25**, along with travel expenses that are not dated. Could you kindly provide the date(s) for the travel expenses?

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on Receipt-1.5%o...	MR	7/2/2025			
Quantity	Item Code	Description			Price Each	Amount
1.75	Service Invoice	On-Site Engineering (on 6/3/25)			105.00	183.75
3.5	Travel Expenses	travel expenses			40.00	140.00

Thank you in advance for your assistance, and please don't hesitate to reach out with any questions.

Kind regards,  
Marjorie Rizzo, MCPPO  
Finance Manager of Communications & Community Engagement

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**From:** Steven DeCarlo <[sdecarlo@somervillema.gov](mailto:sdecarlo@somervillema.gov)>  
**Sent:** Wednesday, July 9, 2025 10:59 AM  
**To:** Salu Tiwari <[stiwari@somervillema.gov](mailto:stiwari@somervillema.gov)>  
**Subject:** Fw: Invoice due

Hi Salu - are we able to pay this?

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**From:** Accounts Manager <[accounts@uniquemedia-systems.com](mailto:accounts@uniquemedia-systems.com)>  
**Sent:** Tuesday, July 8, 2025 4:50:07 PM  
**To:** Steven DeCarlo <[sdecarlo@somervillema.gov](mailto:sdecarlo@somervillema.gov)>; Salu Tiwari <[stiwari@somervillema.gov](mailto:stiwari@somervillema.gov)>  
**Subject:** Invoice due

Dear Mr. DeCarlo,  
Can you please provide us an indication of when we can receive payment for the attached invoices as indicated on the attached statement.

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Sincerely,  
Mary Ann  
Accounting Services  
Unique Media Systems

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