



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000006186

Payment Terms: NET30 Freight Terms: PREPAY AND ADD Ship Via: VNDR PCC: E Date: 11/14/18 PO Method: DG Dispatch: Dispatch Via Print Rev Dt:

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: V QUEST OFFICE MACHINES & SUPPLIES LTD  
PO BOX 157  
WEIR TX 786740157  
United States

Ship To: 1P16 - Houston Region  
2110 E. Governors Circle  
Houston TX 77092  
United States

Vendor ID: 1743085130 7

Bill To: 4000 Jackson Avenue  
Austin TX 78731  
United States

Purchaser: Monica C Hernandez  
Phone:  
Fax:  
Email: Monica.Hernandez@txdmv.gov

Fax:  
Email: DMV\_FIN-INVOICES@TxDMV.gov

PO Information:

Change Orders:

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@txdmv.gov (note: There is an underscore "\_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Vendor Contact:

Mark Jermstad  
mark.jermstad@v-questtx.com

TxDMV Contact:

Jessica Geter  
Jessica.Geter@txdmv.gov

Per State of Texas pricing

Authorized Signature

  
11/15/2018



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	BSN62884 Business Source Front-Load Stackable Letter Tray - Desktop - Recycled - Black - Plastic	616/33	8.0000	EA	\$4.67000	\$37.36	11/28/2018
						Schedule Total	\$37.36
						ReqID: 0000006942	
						Item Total for Line # 1	\$37.36

Total PO Amount \$37.36

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

*Monica C. Hernandez*  
11/15/2018