



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 000006458
Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **See Detail Below** PCC: **E** Date: **01/18/19** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **02/04/19**

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

Vendor: CROSSWORD TRANSLATION-WOKO ENTERPRISES
 1530 AVENUE C
 Katy TX 77493-1904
 United States

Ship To: See Detail Below

Vendor ID: 1760530968 5

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Sarah Marie Gresham
Phone: 512/465-4199
Fax: 512/465-5641
Email: Sarah.Gresham@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Court interpreter services for the TxDMV Office of Administrative Hearings in Pharr, TX.
 Pricing as per vendor email, dated 01/16/2019.
 Reference attached Order No. 2, Case Number 18-0190623 CAF

TxDMV Contact:
 Edward.Sandoval
 (512) 465-4294
 Edward.Sandoval@TxDMV.gov

Vendor Contact:
 Darren Worrell
 language@crosswordtranslation.com
 (281) 391-3534

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.
 POCN #01: Add line item #2 for additional services. Hearing did not start until 9:15 am and lasted 4 hours and 30 minutes. Vendor charging for 5 hours of service. - SMG 2/4/2019.

Authorized Signature

Sarah M. Gresham, CTCM, CTCB

02/04/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Spanish to English Licensed Court Interpreter Services - Pharr, TX (18-0190623 - Degollado) - 1/23/2019 at 9 a. m. - Not-to-Exceed \$500.	961/46	1.0000	EA	\$500.00000	\$500.00	01/23/2019
	Ship To:	1P21					
		600 West Expressway 83 Pharr TX 78577 United States					
						Schedule Total	\$500.00
					ReqID: 0000007236		
	One licensed Spanish to English court interpreter for a hearing on the merits currently scheduled on January 23, 2019 at 9:00 a.m. at the Texas Dept. of Transportation in Pharr, TX. Please see Order No. 2 attached issued by the Hearings Examiner, Edward Sandoval, cell number (512) 701-0448, for more information.						
	Quoted Rate: \$135.00 per hour w/ TWO (2) hour minimum; plus parking (if applicable).						
	Location: Texas Department of Transportation 600 West Expressway 83 Pharr, TX 78577						
	STRICT 24 HOUR (BUSINESS DAY) CANCELLATION POLICY: Any change/cancellation received less than 24 hours (business day) of scheduled job date/time will incur a two (2) hour minimum charge, at the rate stated above, as a late cancellation fee.						
						Item Total for Line # 1	\$500.00
2- 1	POCN #1 for Additional Services;	961/46	1.0000	EA	\$175.00000	\$175.00	02/07/2019
	Ship To:	1P00					
		4000 Jackson Avenue Austin TX 78731 United States					
						Schedule Total	\$175.00
					ReqID: 0000007311		
	Price increase for additional translator services required for hearing for Case #18-0190623 in Pharr, TX.						
						Item Total for Line # 2	\$175.00

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Total PO Amount

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

Sarah M. Gresham, CTCM, CTCED

02/04/2019