



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006533

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US MAIL** PCC: **D** Date: **02/08/19** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

Vendor: COURT FILE AMERICA
 5615 MEADOW LAKE LN
 HOUSTON TX 77056-4013
 United States

Ship To: 1P14 - General Counsel
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1342054510 8

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Paula A Ramsey
Phone: 512/465-4193
Fax: 512/465-5641
Email: Paula.Ramsey@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.

Vendor Contact:
 Tex Welsh
 832-347-0400
 twelsh@courtfileamerica.com

TxDMV Contact:
 Jennifer Whittaker
 512-465-1386
 Jennifer.Whittaker@txdmv.gov

Current OGC Users: 7 attorneys and 5 support staff; users updated with Tex Welsh as staffing needs change over time.

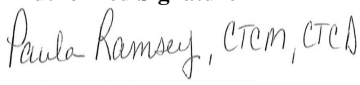
The service period is 2-12-2019 through 2-11-2020 with three, one year renewal options as long as TxDMV has the need and the funds.

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.

Quantity(ies):
 Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work

Authorized Signature

02/08/2019



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authorized under the purchase order.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
1- 1	Court File America - Electronic Court Filing Services Period of service 2- 12-2019 through 2-11-2020.	956/35	5000.0000	UNT	\$1.00000	\$5,000.00	02/11/2019	
						Schedule Total	<input type="text" value="\$5,000.00"/>	
<u>Contract ID:</u> 0000006533				<u>ReqID:</u> 0000007338				
1. Extended Credit to allow charge each e filing against the credit card and invoice monthly (due in 30 days) 2. Charge \$3 for each e filing and applicable court service fees (mandatory eService included at no charge). No monthly or annual fees. 3. Provide training and administrative support (reset passwords, add/delete users, etc.) at no charge.							Item Total for Line # 1	<input type="text" value="\$5,000.00"/>

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

Paula Ramsey, CCM, CTCI

02/08/2019