



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006733

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **03/29/19** PO Method: **SP** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

Vendor: CAPITOL BLIND & DRAPERY CO INC
1801-1803 HYDRO DRIVE
USA
AUSTIN TX 78728
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1742684239 3

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:

Provide all necessary labor and materials to install eight (8) aluminum blinds at the TxDMV Headquarters, Building 6.
Reference attached quote, dated 3/26/2019.
Term of Service: 3/29/2019-4/29/2019

TxDMV Contacts:
Dawn McNabb
(512) 465-1262
Dawn.McNabb@TxDMV.gov

AND
Debbie Rohrer
(512) 465-4111
Debbie.Rohrer@TxDMV.gov

Vendor Contact:
Jason Jones
(512) 990-8033
capitolblind@yahoo.com

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.

Authorized Signature

Sarah M. Gresham, CTCM, CTCB

03/29/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	1 Inch Aluminum Blinds	910/11	8.0000	EA	\$90.00000	\$720.00	04/05/2019
						Schedule Total	<input type="text" value="\$720.00"/>
						<u>ReqID:</u> 0000007523	
BUILDING #6, 5TH FLOOR OFFICES: #509, 510, 531, 532, 134, 533 AND 543 FREIGHT INCLUDED						Item Total for Line # 1	<input type="text" value="\$720.00"/>
2- 1	Installation of eight (8) alum blinds in Building #6, 5th Floor. Term of Service 3/29/2019-4/29/2019.	910/11	1.0000	EA	\$89.00000	\$89.00	04/05/2019
						Schedule Total	<input type="text" value="\$89.00"/>
						<u>ReqID:</u> 0000007523	
BUILDING #6, 5TH FLOOR OFFICES: #509, 510, 531, 532, 134, 533 AND 543						Item Total for Line # 2	<input type="text" value="\$89.00"/>
						Total PO Amount	<input type="text" value="\$809.00"/>

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, CTCB
03/29/2019