



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006770

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **C** Date: **04/08/19** PO Method: **BC** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor: COMPLETE BOOK & MEDIA SUPPLY INC
 1200 TORO GRANDE DR STE 200
 CEDAR PARK TX 786137822
 United States

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

Vendor ID: 1742852244 9

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:

Books for the TxDMV ITS Division.
 Reference attached Quote #2249025, dated 4/8/2019.
 Term Contract: 715-M2

Vendor shall place Purchase Order number on shipping label and packing slip.

TxDMV Contact:
 Virginia Pickering
 (512) 465-4031
 Virginia.Pickering@TxDMV.gov

Vendor Contract:
 Kendall Montiegel
 512-465-7546
 kendall@completebook.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

04/08/2019



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Business Unit # 60800
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Crucial Accountability: Tools for Resolving Violated Expectations, Broken Commitment, and Bad Behavior - ItemID: #9780071829311	715/10	10.0000	EA	\$13.86000	\$138.60	04/19/2019
						Schedule Total	<input type="text" value="\$138.60"/>
						ReqID:	
						0000007541	
Freight Included						Item Total for Line # 1	<input type="text" value="\$138.60"/>
2- 1	Emotional Intelligence 2.0 - ItemID: #9780974320625	715/10	10.0000	EA	\$16.49000	\$164.90	04/19/2019
						Schedule Total	<input type="text" value="\$164.90"/>
						ReqID:	
						0000007541	
Freight Included						Item Total for Line # 2	<input type="text" value="\$164.90"/>
						Total PO Amount	<input type="text" value="\$303.50"/>

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
04/08/2019

QUOTATION

COMPLETE BOOK & MEDIA SUPPLY
 1200 TORO GRANDE DR.
 SUITE 200
 CEDAR PARK, TX 78613
 US
 512-616-0400

Order Number	
2249025	
Order Date	Page
4/8/2019 16:08:29	1 of 1

Quote Expires On 5/8/2019

Bill To:

TEXAS DEPT OF MOTOR VEHICLES
 4000 JACKSON AVENUE
 BLDG 1
 AUSTIN, TX 78731
 USA
 512-465-7546

Ship To:

TEXAS DEPT OF MOTOR VEHICLES
 4000 JACKSON AVENUE BLDG 1
 ATTN
 AUSTIN, TX 78731
 US
 Requested By: SARAH GRESHAM

Customer ID: 103374

PO Number	Cost Center	Ship Via	Taker
RFQ - 4.8.19SG	715-M2	FREE FREIGHT	KENDALL

Line No	Quantity Ordered	Disp.	Item ID Item Description	Unit Price	Extended Price
1	10		9780071829311 CRUCIAL ACCOUNTABILITY	13.86	138.60
2	10		9780974320625 EMOTIONAL INTELLIGENCE 2.0: WITH ACCESS	16.49	164.90

Total Lines: 2

SUB-TOTAL:	303.50
TAX:	0.00
AMOUNT DUE:	303.50
	<i>U.S. Dollars</i>