



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006835**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **C** Date: **04/18/19** 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:**

Legal Reference Books for the TxDMV ENF Division.  
 Reference attached Quote #2250240, dated 4/18/2019.  
 Term Contract: 715-M2

TxDMV Contact:  
 Stacey Cullen  
 (512) 465-4164  
 Stacey.Cullen@TxDMV.gov

Vendor Contact:  
 Alyssa Corder  
 512-616-0400  
 Alyssa@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*

**04/18/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	O'Connor's Texas Rules * Civil Trials, 2019 ed. Item #9781539206798	715/46	11.0000	EA	\$147.60000	\$1,623.60	05/03/2019
						<b>Schedule Total</b>	<input type="text" value="\$1,623.60"/>
				<b>ReqID:</b> 0000007571			
						<b>Item Total for Line # 1</b>	<input type="text" value="\$1,623.60"/>
						<b>Total PO Amount</b>	<input type="text" value="\$1,623.60"/>

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*  
**04/18/2019**

# QUOTATION

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

Order Number	
2250240	
Order Date	Page
4/18/2019 11:24:31	1 of 1

Quote Expires On 5/18/2019

**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: STACEY CULLEN  
  
 AUSTIN, TX 78731  
 US  
 Requested By: SARAH GRESHAM

**Customer ID:** 103374

<i>PO Number</i>	<i>Cost Center</i>	<i>Ship Via</i>	<i>Taker</i>
SG041819AC	715-M2	FREE FREIGHT	ALYSSA

<i>Line No</i>	<i>Quantity Ordered</i>	<i>Disp.</i>	<i>Item ID Item Description</i>	<i>Unit Price</i>	<i>Extended Price</i>
1	11		9781539206798 O'CONNOR'S TEXAS RULES * CIVIL TRIALS, 2	147.60	1,623.60

*Total Lines: 1*

**SUB-TOTAL:** 1,623.60  
**TAX:** 0.00  
**AMOUNT DUE:** 1,623.60  
*U.S. Dollars*