



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006971**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **C** Date: **06/04/19** 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:**

Reference books for the TxDMV Information Technology Services Division.  
 Reference attached Order #2255291, dated 6/4/2019.  
 Term Contract 715-M2

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

Vendor Contact:  
 Jen Kelly  
 512-616-0400  
 jen@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, CEM, CTED*

06/04/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	The First 90 Days: Proven Strategies for Getting Up to Speed Faster and Smarter, Updated and Expanded. Item ID #9781422188613	715/10	10.0000	EA	\$16.95000	\$169.50	06/21/2019
						<b>Schedule Total</b>	<input type="text" value="\$169.50"/>
						<u>ReqID:</u> 0000007708	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$169.50"/>
2- 1	The First-Time Manager. Item ID #9780814439692	715/10	10.0000	EA	\$11.35000	\$113.50	06/21/2019
						<b>Schedule Total</b>	<input type="text" value="\$113.50"/>
						<u>ReqID:</u> 0000007708	
						<b>Item Total for Line # 2</b>	<input type="text" value="\$113.50"/>
						<b>Total PO Amount</b>	<input type="text" value="\$283.00"/>

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. Brisham, CPM, CPO*  
 06/04/2019