



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000007005

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **06/13/19** 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: CROSSWORD TRANSLATION-WOKO ENTERPRISES
 1530 AVENUE C
 Katy TX 77493-1904
 United States

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

Vendor ID: 1760530968 5

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:

Court interpreter services for the TxDMV Office of Administrative Hearings in Laredo, TX.
 Pricing as per vendor email, dated 06/05/2019.
 Reference attached Order No. 2, Case Number 19-0003949 CAF

Note: Receipt for parking fees must be submitted with invoice.

TxDMV Contact:
 Edward.Sandoval
 (512) 465-4294
 Edward.Sandoval@TxDMV.gov

Vendor Contact:
 Darren Worrell
 language@crosswordtranslation.com
 (281) 391-3534

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

06/13/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Spanish to English Licensed Court Interpreter Services - Laredo, TX (19-0003949 CAF -Cruz) - 6/26/2019 at 9 a.m. - Not-to-Exceed \$500. Rate: \$130.00 per hour w/Two (2) Hour Minimum; plus parking (if applicable).	961/46	1.0000	EA	\$500.00000	\$500.00	06/13/2019
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Schedule Total

ReqID:
0000007701

One certified Spanish to English interpreter for a hearing on the merits currently scheduled to be held on June 26, 2019 at 9:00 a.m. at the Texas Dept. of Transportation District Office in Laredo, TX. (Please see attached Order No. 2 issued by the Hearings Examiner, Edward Sandoval, cell number (512) 701-0448, for more information).

24 hour (business day) Cancellation Policy: any change or cancellation received less than 24 hours (business day) of scheduled job date / time will be invoiced the Two (2) hour minimum.

Item Total for Line # 1

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

Sarah M. Gresham, CTCM, CTCED

06/13/2019