



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007170
 Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: E Date: **08/1** PO Method: **2/19** BK Dispatch: **Dispatch** Rev Dt: **08/30/19**
 Via Print

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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1742852244 9

Purchaser: Monica C Hernandez

Phone:

Fax:

Email: Monica.Hernandez@txdmv.gov

Fax:

Email:

DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Per Quote 2262410 dated 8/6/2019

TxDmv Contact:

Derrick Miller
 Derrick.Miller@txdmv.gov
 (512) 465-5830

Vendor Contact:

Alyssa Corder
 Alyssa@completebook.com
 (512) 616-0400

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.

POCN #1 - 8/30/2019 MCH Email from vendor states publisher does not have anymore books available and does not have a reprint date. The vendor was able to source the book elsewhere, however, the cost is slightly higher. The price on line item 1 was changed from \$12.96 each to \$24.95 each changing the total PO amount from \$25.92 to \$37.91

Authorized Signature

Monica C. Hernandez 08/30/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	The Guide to Online Due Diligence Investigations ISBN: 978-1889150611	715/12	1.0000	EA	\$24.95000	\$24.95	08/30/2019
						Schedule Total	\$24.95
						ReqID: 0000007930	
						Item Total for Line # 1	\$24.95
2- 1	The Manual to Online Public Records, Fourth Edition, ISBN 978-1889150628; Paperback	715/12	1.0000	EA	\$12.96000	\$12.96	08/30/2019
						Schedule Total	\$12.96
						ReqID: 0000007930	
						Item Total for Line # 2	\$12.96
						Total PO Amount	\$37.91

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

Monica A. Hernandez 08/30/2019