



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007328
 Purchase Order Change Notice (# 3)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** See Detail Below **PCC:** E **Date:** 09/07/19 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:** 08/13/20

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

Vendor: LISTO TRANSLATING SERVICES & MORE LLC
 22215 MERABROOK DR
 USA
 KATY TX 77450-7676
 United States

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

Vendor ID: 1320384945 3

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Travis Reese
Phone: 512 4654180
Fax: 512/465-5641

Bill To Fax:

Email: Travis.Reese@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

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.

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

Professional translation services as required for TxDMV projects

TxDmv Contact:

Mari Henson
 Mari.Aaron@TxDMV.gov
 (512) 465-1443

Listo Contact:

Roxana Heredia
 Roxana@listotranslating.com
 (832) 595-9264

Authorized Signature

08/13/2020



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Travis R, POCN 1, 07/17/2020: Added Line 2 to extend services from 09/01/2020 - 08/31/2021

Travis R, POCN 2, 07/21/2020: Swapped quantity and price to allow receiving of exact quantities based on words translated

Travs R, POCN 3, 08/13/2020: Added Line 3 - Additional funds for FY20 translation services

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Translation Services - Text English to Spanish - On an As-Needed Basis.	961/75	1100.0000	EA	\$1.00000	\$1,100.00	09/07/2019

Schedule Total

ReqID:
0000007996

Service period 09/24/2019 - 09/23/2020

Pricing - \$0.13 per word

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Translation Services - English to Spanish Text on an as-needed	961/75	1100.0000	EA	\$1.00000	\$1,100.00	07/17/2020

Schedule Total

ReqID:
0000009311

Service Period 09/01/2020 - 08/31/2021

Pricing - \$0.13 per word

Item Total for Line # 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Translation Services - Additional Funds, FY20	961/75	100.0000	EA	\$1.00000	\$100.00	08/14/2020

Schedule Total

ReqID:
0000009526

Item Total for Line # 3

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted

Authorized Signature

Travis R. POCN, CTCD

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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

Louis P. ..., CTCD

08/13/2020