



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007443

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: E Date: **10/0** PO Method: **8/19** BK Dispatch: **Dispatch** Rev Dt: **Dispatch** 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

Vendor ID: 1742852244 9

Bill To: 4000 Jackson Avenue  
 Austin TX 78731  
 United States

Purchaser: Monica C Hernandez  
 Phone: 512/465-1261  
 Fax: 512/465-5641  
 Email: Monica.Hernandez@txdmv.gov

Fax: DMV\_FIN-INVOICES@TxDMV.gov

PO Information:

Per Quotation Number 2269705 dated 10/2/2019

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

Vendor Contact  
 Jessica A Kelly  
 jessica@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.

Authorized Signature

10/15/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Paperback - A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide) / Edition 3 by International Institute of Business Analysis ((IIBA); ISBN-13: 9781927584026	715/10	7.0000	EA	\$59.95000	\$419.65	10/24/2019
						Schedule Total	\$419.65
				ReqID:	0000008224		
						Item Total for Line # 1	\$419.65
						Total PO Amount	\$419.65

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

10/15/2019