



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007690

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **C** Date: **11/27/19** PO Method: **BC** Dispatch: **Dispatch** Rev Dt:  
 Terms: **0** Terms: **Destination** **Via Print**

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

**Vendor:** UNIVERSITY OF NORTH TEXAS  
 PRINTING SERVICES EAGLE IMAGES  
 1155 UNION CIR # 309615  
 DENTON TX 76203-5017  
**United States**

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

**Vendor ID:** 3752752752 9

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Tiffanay Heather Waller  
**Phone:** 512/465-4193  
**Fax:** 512/465-5641

Bill to **Fax:**

**Email:** Tiffanay.Waller@txdmv.gov

Bill to **Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

**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.

**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).

**Interagency Agreement Contract Act:**

Texas Government Code, Title 7, Chapter 771

The logo to be imprinted on the goods covered by this procurement is copyrighted by TxDMV. The vendor is advised that permission for use of the logo is granted only for meeting the requirements of this procurement. Any person or company wishing to use the logo for other than this purpose must contact the TxDMV Purchasing Section at (512) 465-4193.

TxDMV Contact: Mary Menoskey, 512-465-4011, Mary.Menoskey@TxDMV.gov

Supplier Contact: UNT Printing and Distribution Solutions, Cheryl Swarloski, 940-369-8626, Cheryl.Swarloski@unt.edu  
 BID # T11317 - Job Request # - 1521581108 - Completion date December 16, 2019.

**Authorized Signature**

**11/27/2019**



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	6 x9 brown kraft envelopes, peel n seal, 500	310/67	1.0000	EA	\$240.00000	\$240.00	11/27/2019
						<b>Schedule Total</b>	<input type="text" value="\$240.00"/>
				ReqID: 0000008269			
Envelopes Need as soon as possible No Proofs Needed							
6x9 brown kraft, peel n seal, 500/box							
Return address on envelope: Dmv logo Texas Department of Motor Vehicles Motor Vehicle Crime Prevention Authority 4000 Jackson Avenue, Austin, Texas 78731							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$240.00"/>

**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

11/27/2019