



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007702

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **0** Date: **12/03/19** PO Method: **DG** 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: WORKQUEST
 1011 E 53RD 1/2 ST
 AUSTIN TX 787511703
 United States

Ship To: 1P06 - Consumer Relations
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Paula A Ramsey
Phone: 512/465-4191
Fax: 512/465-5641

Bill to **Fax:**

Email: PaulaRamsey@mail.com

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.

Texas Industries for the Blind and Handicapped (TIBH):

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

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.

Please contact Dawn McNabb as soon as possible to make arrangements for entry into the building and to give instructions for the services to be provided.

TxDMV Contact:

Dawn McNabb
 512-465-1262
 Dawn.McNabb@Txdmv.gov

Workquest Contact:

Abby Monk
 512-451-8145
 AMonk@Workquest.com

Authorized Signature

Paula Ramsey, CTM, CTA

12/03/2019



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Steam Cleaning of all 250 modular panels in CRD division on the 3rd floor of 4000 Jackson Avenue. Tentative dates are Saturday, December 7th and possibly Sunday, December 8th. All panels steam cleaned on accessible areas on both sides.	936/88	250.0000	EA	\$22.50000	\$5,625.00	12/07/2019
						Schedule Total	<input type="text" value="\$5,625.00"/>
				ReqID: 0000008492			
						Item Total for Line # 1	<input type="text" value="\$5,625.00"/>
						Total PO Amount	<input type="text" value="\$5,625.00"/>

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
Paula Ramsey, CTM, CTA
12/03/2019