



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007718

Payment **NET3** Freight **PREPAY** Ship Via: **VNDR** PCC: **E** Date: **12/06/19** PO Method: **BK** Dispatch: **Dispatch** Rev Dt:
 Terms: **0** Terms: **AND ADD** **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: 512/465-1261
 Fax: 512/465-5641

Bill to Fax:

Email: Monica.Hernandez@txdmv.gov

Bill to Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Per Order No. 2277120 dated 12/5/2019

TxDmv Contact
 Jennifer Whittaker
 Jennifer.Whittaker@TxDMV.gov
 (512) 465-1386

Vendor Contact
 Kendall Montiegel
 kendall@completebook.com
 (800) 986-1775

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

12/11/2019



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Book: Robert's Rules of Order Newly Revised In Brief, 2nd edition; ISBN-13: 9780306820199	715/10	2.0000	EA	\$5.31000	\$10.62	12/24/2019
						Schedule Total	\$10.62
						ReqID:	0000008497
						Item Total for Line # 1	\$10.62
2-1	Book; Robert's Rules of Order Newly Revised, 11th edition; ISBN-13: 9780306820205	715/10	2.0000	EA	\$12.63000	\$25.26	12/24/2019
						Schedule Total	\$25.26
						ReqID:	0000008497
						Item Total for Line # 2	\$25.26
						Total PO Amount	\$35.88

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

12/11/2019