Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20046835  
Business Unit # 60800  
Purchase Order # 0000007771

Payment: NET3  Freight: PREPAY  Ship Via: VNDR  PCC: A  Date: 12/23/19  PO Method: AT  Dispatch: Dispatch  Rev Dt: Via Print

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

Vendor: WORKQUEST  
1011 E 53rd St  
AUSTIN TX 78751  
United States

Ship To: 1P16 - Houston Region  
2110 E. Governors Circle  
Houston TX 77092  
United States

Bill To:  
4000 Jackson Avenue  
Austin TX 78731  
United States

Vendor ID: 1741976051 1

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:
- TexasSmartBuy Purchase Order Number 20046835 (attached)
- Contract Type: Term  
  Contract Number(s): 620-A1, 605-A1, 615-A1
- TxDMV Contact  
  Jesica Geter  
  Jesica.Geter@TxDMV.gov  
  713-316-6133
- Vendor Contact  
  Audrey Cedillo  
  smartbuy@tibh.org  
  512-451-8145
- 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: warranties will not be issued to a vendor without a current Texas Identification Number.

- 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

Authorized Signature  
Monica C. Hernandez  
12/23/2019
## PO Line Info

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<thead>
<tr>
<th>Line-Sch</th>
<th>Line Description</th>
<th>Class/Item</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Amt</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than $25; Commodity Code: 62080220106; Point/Ink: Medium Blue-62080220205</td>
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<td>Scissor, Bent, 8&quot; Length, Cut Length 3 1/4&quot;, Stainless Steel, Plastic Molded Rubberized Grip, Plus Freight Order Less Than $25; Commodity Code: 60569453081</td>
<td>605/69</td>
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<td>3-1</td>
<td>Self Stick Note Pad, 3&quot; x 5&quot;, Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than $25; Commodity Code: 61562384315</td>
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**Authorized Signature**

[Signature]

**12/23/2019**
<table>
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<tr>
<th>Line-Sch</th>
<th>Line Description</th>
<th>Class/Item</th>
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<th>UOM</th>
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<tbody>
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<td>4-1</td>
<td>Correction Tape, Standard Tip, White, Single Line, Plus Freight Order Less Than $25; Commodity Code: 61529301006</td>
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**Schedule Total** $53.10

**ReqID:** 0000008493

**Item Total for Line # 4** $53.10

**Total PO Amount** $313.60

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](http://www.txdmv.gov/contractors-vendors)