



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20086164  
 Business Unit # 60800  
 Purchase Order # 0000008034  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** X **Date:** 03/06/20 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 03/27/20

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

**Vendor:** V QUEST OFFICE MACHINES & SUPPLIES LTD  
 PO BOX 157  
 WEIR TX 786740157  
 United States

**Ship To:** See Detail Below

**Vendor ID:** 1743085130 7

**Purchaser:** Travis Reese  
**Phone:** 512 4654180  
**Fax:** 512/465-5641

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

**Email:** Travis.Reese@txdmv.gov

**Bill To Fax:**

**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.

TxDMV Contact(s):  
 [ See Line Details ]

Vendor Contact:  
 Customer Service  
 Tara@v-questtx.com  
 (512) 763-8800

TxSmartbuy PO# 20086164

Contract# TXMAS-18-7506

POCN#1, Travis R, 03/27/2020: Changed supplier from Tejas Office to V-Quest, some items were outside of Tejas' delivery zone. Updated TxSmartbuy PO from 20076105 to 20086164

**Authorized Signature**

**03/27/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Commodity Code: 61541 Item Detail: File Pocket, Recycled, 3-1/2" EX p, Letter, 25/Pk, Red Rope Item# SMD73205	615/41	1.0000	BOX	\$50.62000	\$50.62	03/13/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$50.62
						<b>ReqID:</b> 0000008787	
TxDMV Contact: Virginia Pickering Virginia.Pickering@TxDMV.gov (512) 465-4031							
						<b>Item Total for Line # 1</b>	\$50.62
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Commodity Code: 61588 Item Detail: Tape Dispenser, Holds 3/4"X 36 Yards, 1" Core, Black Item# 7520002402411	615/88	10.0000	EA	\$4.74000	\$47.40	03/13/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$47.40
						<b>ReqID:</b> 0000008787	
TxDMV Contact: Virginia Pickering Virginia.Pickering@TxDMV.gov (512) 465-4031							
						<b>Item Total for Line # 2</b>	\$47.40

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Commodity Code: 61562 Item Detail: Super Sticky Pads,Lined,90 Sh/Pd,4"X 6", 3/Pk,Marrakesh Item #: MMM6603SSAN	615/62	2.0000	PAK	\$11.00000	\$22.00	03/13/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$22.00	
						<b>ReqID:</b> 0000008787		
TxDMV Contact: Virginia Pickering Virginia.Pickering@TxDMV.gov (512) 465-4031							<b>Item Total for Line # 3</b>	\$22.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Commodity Code: 61575 Item Detail: Rubber Bands, Size 33, 1 Lb., Natural Item# 7510015783513	615/75	2.0000	PKG	\$4.98000	\$9.96	03/13/2020	
<b>Ship To:</b> 1P07		<b>Delivery Instructions:</b>						
602 N. Staples Street Corpus Christi TX 78401 United States								
						<b>Schedule Total</b>	\$9.96	
						<b>ReqID:</b> 0000008827		
TxDMV Contact: Cynthia Cortinas Cynthia.Cortinas@TxDMV.gov (361) 808-3912							<b>Item Total for Line # 4</b>	\$9.96

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Commodity Code: 61551 Item Detail: Self-Stick Small Flags, 1/2"X 1-3/4", 140/Pk, Bright Colors Item# MMM 683-4AB	615/51	6.0000	PAK	\$4.90000	\$29.40	03/13/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	<input type="text" value="\$29.40"/>
						<b>ReqID:</b>	
						0000008735	
TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386						<b>Item Total for Line # 5</b>	<input type="text" value="\$29.40"/>

**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

03/27/2020