<table>
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<th>Payment Terms:</th>
<th>NET30</th>
<th>Freight Terms:</th>
<th>PREPAY</th>
<th>Ship Via:</th>
<th>VNDR</th>
<th>PCC:</th>
<th>E</th>
<th>Date:</th>
<th>04/13/20</th>
<th>PO Method:</th>
<th>DG</th>
<th>Dispatch:</th>
<th>Dispatch Via Print</th>
<th>Rev Dt:</th>
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**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:**  
1P12 - Finance Admin Services  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1743085130 7

**Purchaser:** Rosemary Zamora

**Phone:** 512/465-4199

**Fax:** 512/495-5641

**Email:** Rosemary.Zamora@txdmv.gov

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

**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.

Texas SmartBuy PO: 20088449

Contract #: TXMAS-18-7506

Per State of Texas Pricing

**VENDOR CONTACT INFORMATION:**

Mark Jermstad  
mark.jermstad@v-questtx.com  
254-760-6895

Tara Brown  
tara@v-questtx.com  
(512) 763-8800

**TXDMV CONTACT:**

"SEE PO"

---

**Authorized Signature**

Rosemary Zamora  
04/13/2020
<table>
<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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<tbody>
<tr>
<td>1-1</td>
<td>Orchid Legal Ruled Pad 8.5 x 11</td>
<td>615/62</td>
<td>2.0000</td>
<td>EA</td>
<td>$20.63000</td>
<td>$41.26</td>
<td>04/13/2020</td>
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Schedule Total: $41.26

ReqID: 0000008941

Item Total for Line # 1: $41.26

Total PO Amount: $41.26

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
**Purchase Order**

**PO No. 20088449**

**Order Date:** 4/13/2020  
**Internal Tracking No.:** 0000008227

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**Contractor Info**  
V-Quest Office Machines & Supplies, Ltd.  
17430851307  
PO Box 157  
Weir, TX 78764  
(512) 763-8800

**Bill To**  
4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**  
Texas Department Of Motor Vehicles - 608  
4000 JACKSON AVENUE  
AUSTIN TX 78731

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**NOTE TO CONTRACTOR:**

**Disclaimer**  
The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

**STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:**  
The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

---

**Bobby Pounds**  
Texas Comptroller of Public Accounts – Statewide Procurement Division

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<table>
<thead>
<tr>
<th>Line #</th>
<th>NIGP Code</th>
<th>Commodity Code/ Supplier Part #</th>
<th>Item</th>
<th>QTY</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>61562</td>
<td>753001447135/3</td>
<td>Writing Pad, Legal Rule, 50 Sheets, Letter, 8-1/2”X 11-3/4”, We</td>
<td>2</td>
<td>DOZ</td>
<td>20.63</td>
<td>41.26</td>
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**Total** $41.26