



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20099691  
 Business Unit # 60800  
 Purchase Order # 0000008350  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** X **Date:** 05/19/20 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 05/29/20

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

**Vendor:** DIVINE IMAGING INC  
 21323 PACIFIC COAST HWY STE 101  
 MALIBU CA 90265-5202  
 United States

**Ship To:** See Detail Below

**Vendor ID:** 1208159365 4

**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 Contacts:  
 [ See Line Details ]

Vendor Contact:  
 Kimberly Devane  
 kim@divineimaging.com  
 (310) 579-4000

TxSmartbuy PO 20099691

Contracts: TXMAS-15-811B01, TXMAS-15-7307

POCN1, Travis R, 05/29/2020: Changed ship terms to prepay add. Divine Imaging must charge freight on any location that does not meet order minimum

**Authorized Signature**

**05/29/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	12 X 15 1/2" Kraft Self-Seal Envelopes SP # S-13686	310/30	2.0000	PKG	\$34.12000	\$68.24	05/22/2020
<b>Ship To:</b> 1P16		<b>Delivery Instructions:</b>					
2110 E. Governors Circle Houston TX 77092 United States							
						<b>Schedule Total</b>	\$68.24
						<b>ReqID:</b> 0000009082	
TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131						<b>Item Total for Line # 1</b>	\$68.24
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	18 X 18 X 16" Corrugated Boxes, SP # S-4456	640/25	50.0000	EA	\$2.29000	\$114.50	05/22/2020
<b>Ship To:</b> 1P16		<b>Delivery Instructions:</b>					
2110 E. Governors Circle Houston TX 77092 United States							
						<b>Schedule Total</b>	\$114.50
						<b>ReqID:</b> 0000009082	
TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131						<b>Item Total for Line # 2</b>	\$114.50

Authorized Signature

05/29/2020



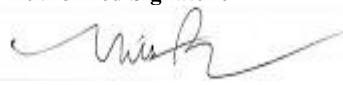
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Smead Redrope Drop Front File Pockets, 1.75 Expansion, Letter Size, Redrope, 50/Box; SMD73800	045/66	1.0000	BOX	\$53.06000	\$53.06	05/22/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	<input type="text" value="\$53.06"/>	
						<b>ReqID:</b> 0000009088		
TxDMV Contact: Monica Hernandez Monica.Hernandez@TxDMV.gov (512) 465-1261							<b>Item Total for Line # 3</b>	<input type="text" value="\$53.06"/>

**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**  
  
05/29/2020