Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20100549  
Business Unit # 60800  
Purchase Order # 0000008383

Payment Terms: NET30  
Freight Terms: FOB  
Ship Via: VNR  
PCC: X  
Date: 05/28/20  
PO Method: AT  
Dispatch: Via Print

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

Vendor: STAPLES CONTRACT AND COMMERCIAL INC  
DBA STAPLES BUSINESS ADVANTAGE  
PO BOX 660409  
DALLAS TX 75266-0409  
United States

Ship To:  
1P03 - Austin Region  
1001 E. Parmer Lane, Ste. A  
Austin TX 78753  
United States

Bill To:  
4000 Jackson Avenue  
Austin TX 78731  
United States

Vendor ID: 1043390816 6

Purchaser: Rosemary Zamora  
Phone: 512/465-4199  
Fax: 512/495-5641

Email: Rosemary.Zamora@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: 20100549
Contract #: 615-A1

VENDOR CONTACT INFORMATION:  
VID: 10433908166  
Contractor: Staples Contract Commercial, Inc., operating as Staples Business Advantage  
Contact Name: Jonathan McEwen  
Email: scchalifax@staples.com  
Phone: (210) 253-7267  
Address: 7420 Blanco Rd Suite 125 San Antonio, TX 78216

TxDMV CONTACT:  
TxDMV Contact: Mary "Rachel" Vasquez  
Phone: 512/719-6911  
Email: rachel.vasquez@txdmv.gov  
1001 E PARMER LANE  
AUSTIN, TX 78753

Ship to Comments:

Authorized Signature  
Rosemary Zamora  
05/29/2020
<table>
<thead>
<tr>
<th>Line-Sch:</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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<td>EA</td>
<td>$1.28000</td>
<td>$25.60</td>
<td>05/28/2020</td>
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**Line Description:**
NOTEBOOK, SPIRAL, GREGG RULING, 11/32" WIDE, 6" X 9", WHITE, 80 SHEETS
78573755713 (STAPLES BUSINESS)

**Schedule Total:** $25.60

**RegID:** 0000009090

**Item Total for Line # 1:** $25.60

**Total PO Amount:** $25.60

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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)

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Authorized Signature

[Signature]

05/29/2020
Purchase Order
PO No. 20100549
Order Date: 5/28/2020
Internal Tracking No.: 0000008383

Contractor Info
Staples Contract & Commercial LLC, operating as Staples Business Advantage
10433908166
500 Staples Drive
Framingham, MA 01702
(512) 426-3074

Bill To
4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To
Texas Department Of Motor Vehicles - 608
1001 E PARMER LANE
AUSTIN TX 78753

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Purchaser</th>
<th>Email</th>
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<tbody>
<tr>
<td>Texas Department Of Motor Vehicles - 608</td>
<td>Rosemary Zamora</td>
<td><a href="mailto:Rosemary.Zamora@TxDMV.gov">Rosemary.Zamora@TxDMV.gov</a></td>
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<tr>
<th>Line #</th>
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<td>78573755713</td>
<td>Notebook, Spiral, Gregg ruling, 11/32” wide, 6” x 9”, white, 80 sheets, Freight Included</td>
<td>20</td>
<td>Each</td>
<td>1.28</td>
<td>$25.60</td>
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Total $25.60