



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20119593
 Business Unit # 60800
 Purchase Order # 0000008532

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 07/23/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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: See Detail Below

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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

Bill To Fax:

Email: Rosemary.Zamora@txdmv.gov

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: 20119593

Contract #: 640-A1, 645-A1,

VENDOR CONTACT INFORMATION:

VID: 17419760511
 Contractor: WorkQuest (formerly TIBH)
 Audrey Cedillo
 Email: smartbuy@tibh.org
 Phone: (512) 451-8145
 Address: 1011 East 53 1/2 Street Austin TX 78751

TXDMV CONTACT:

SUZANNE LONG
 Email: Suzanne.long@TxDMV.gov
 Phone: (940) 235-4817

Amanda Porter-Brown
 Phone: (806) 457-3611
 Email: Amanda.PorterBrown@txdmv.gov

Authorized Signature

Rosemary Zamora

07/24/2020



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 Texas SmartBuy PO # 20119593
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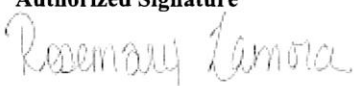
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Paper Towels, Quarter fold, White, 6.5" x 6.5", 150/Box, 6 boxes/case, TIBH, Supplier Part# 64085121008	640/50	1.0000	CS	\$61.85000	\$61.85	07/23/2020	
Ship To: 1P02		Delivery Instructions:						
5715 I-27 Amarillo TX 79110 United States								
						Schedule Total	\$61.85	
						ReqID: 0000009357		
Amanda Porter-Brown Phone: (806) 457-3611 Email: Amanda.PorterBrown@txdmv.gov							Item Total for Line # 1	\$61.85

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Paper, Bond, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks 7-39 Cases. Item # 64521350104-10	645/21	10.0000	CTN	\$47.65000	\$476.50	07/31/2020	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	\$476.50	
						ReqID: 0000009383		
SUZANNE LONG Email: Suzanne.long@TxDMV.gov Phone: (940) 235-4817							Item Total for Line # 2	\$476.50

Total PO Amount \$538.35

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

 07/24/2020