Texas Department of Motor Vehicles
Texas SmartBuy PO # 20127299
Business Unit # 60800
Purchase Order # 0000008597

Payment Terms: NET30
Freight Terms: FOB
Ship Via: VNDR
PCC: X
Date: 08/10/20
PO Method: AT
Dispatch: 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: 1P07 - Corpus Christi Region
602 N. Staples Street
Corpus Christi TX 78401
United States

Vendor ID: 1043390816 6

Purchaser: Amanda Leigh Maxwell
Phone:
Fax:

Email: Amanda.Maxwell@txdmv.gov

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Bill To Fax: DMV_FIN-INVOICES@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: 20127299
Contract #: TXMAS-20-7502
Vendor Contact: Randy Ericson
Email: randy.ericson@staples.com
Phone: (512) 947-2439
Alternate Contact Name: Customer Service
Alternate Email: supportsa@staples.com
Alternate Phone: 1 (877) 826-7755

TxDMV Contact: Cynthia Cortinas
Cynthia.cortinas@txdmv.gov
Phone: (361) 808-3912

Authorized Signature

08/10/2020
<table>
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<th>Line-Sch:</th>
<th>Line Description:</th>
<th>Class/Item:</th>
<th>Quantity:</th>
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Supplier Part Number:
587390
Manufacturer Part #: 587390 - 1855753

Schedule Total $8.30

RegID: 00000009466

Cynthia Cortinas
Cynthia.cortinas@txdmv.gov
Phone: (361) 808-3912

Item Total for Line # 1 $8.30

Total PO Amount $8.30

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

08/10/2020
Purchase Order
PO No. 20127299
Order Date: 8/10/2020
Internal Tracking No.: 0000008597

Contractor Info
Staples Contract & Commercial LLC
10433908166
500 Staples Drive
Framingham, MA 01702

Bill To
4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To
Texas Department Of Motor Vehicles - 608
602 N. Staples Street
Suite 130
CORPUS CHRISTI TX 78401

(512) 426-3074

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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<th>Line #</th>
<th>NIGP Code</th>
<th>Commodity Code/</th>
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<th>Item</th>
<th>QTY</th>
<th>UOM</th>
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<td>EACH</td>
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Contract: TXMAS-20-7502
Contract Type: TXMAS
Delivery ARO (days): 3
Delivery Date: 8/13/2020
Notes: TxDMV Contact: Cynthia Cortinas
Cynthia.cortinas@txdmv.gov
Phone: (361) 808-3912
MPN: 587390 - 1855753
Manufacturer Name: Officemate International Corp.

Total $8.30