# Purchase Order

**Texas Department of Motor Vehicles**  
**Business Unit #: 60800**  
**Purchase Order #: 0000008627**

<table>
<thead>
<tr>
<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>C</th>
<th>Date:</th>
<th>08/18/20</th>
<th>PO Method:</th>
<th>DG</th>
<th>Dispatch:</th>
<th>Dispatch Via Print</th>
<th>Rev Dt:</th>
</tr>
</thead>
</table>

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

**Vendor:** DEPARTMENT OF STATE HEALTH SERVICES  
1100 W 49TH ST  
AUSTIN TX 787563101  
United States

**Ship To:** 1P00 - TxDMV Warehouse  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 3537537537 1

**Purchaser:** Amanda Leigh Maxwell  
**Phone:**  
**Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

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

**Bill To Fax:**

**Bill To Email:** DMV_FIN-INVOICES@txdmv.gov

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**PO Information:**  
966-M2 IAC - Texas Health and Human Services Commission

- 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.

- Interagency Agreement Contract Act:  
  Texas Government Code, Title 7, Chapter 771

**Note:** Warrants will not be issued to a vendor without a current Texas Identification Number.

**HHS Quote #:** 17356

**HHS Printing Services**  
12300 Technology Blvd  
Austin Texas 78727  
ATTN: Allyson Touchet or Jennifer Rimes  
Jennifer.Rimes@hhsc.state.tx.us  
Allyson.Touchet@hhsc.state.tx.us

**TxDMV Contact:** Sue Russell Hernandez  
Office of Administrative Hearing  
Email: sue.hernandez@txdmv.gov  
Phone: (512) 465-5000

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**Authorized Signature**  

08/18/2020
<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>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Print Services Only - Return address to read: (DMV LOGO) Texas Department of Motor Vehicles Office of Administrative Hearings 4000 Jackson Avenue, Austin, Texas 78731</td>
<td>966/31</td>
<td>4.0000</td>
<td>BOX</td>
<td>$41.06250</td>
<td>$164.25</td>
<td>08/28/2020</td>
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</tbody>
</table>

DMV supplied - 10x13 White, Peel & Seal Envelope

**Schedule Total** $164.25

**RegID:** 0000009507

Sue Russell Hernandez  
Office of Administrative Hearing  
Email: sue.hernandez@txdmv.gov  
Phone: (512) 465-5000

**Item Total for Line # 1** $164.25

**Total PO Amount** $164.25

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)

Authorized Signature

![Signature](signature.png)  
08/18/2020
To:

DEPT OF MOTOR VEHICLES
4000 Jackson Ave.
Austin, TX 78731
ATTN: Amanda Maxwell
Phone (512) 465-1226
Email amanda.maxwell@txdmv.gov

Date 8/18/20
Salesperson HHS Printing

Dear Amanda Maxwell,

We would like to thank you for your time and consideration in regards to this quotation. Included is the detailed product specifications and prices. The quotation is confidential and is intended solely for the use of the addressee(s) named above.

Below is your detailed production specifications for this request

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes 10 x 13 White Peel &amp; Seal-Provided</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>Price</td>
</tr>
<tr>
<td>2,000</td>
<td>$164.25</td>
</tr>
</tbody>
</table>

10 x 13, Black Ink, 1 Sided, White Peel & Seal Envelopes-Provided

Schedule

Delivery dates are based on proof being returned as expected

Sincerely,

HHS Printing

***IN ORDER TO ENSURE QUOTED PRICE IS HONORED QUOTE # MUST BE REFERENCED ON WORK REQUEST***

Upon acceptance please indicate the quantity required. As always, quotes are based on a physical inspection of your originals and are valid for 30 days unless otherwise specified.