## Texas Department of Motor Vehicles

**Texas SmartBuy PO # 20128372**  
**Business Unit # 60800**  
**Purchase Order # 0000008650**

<table>
<thead>
<tr>
<th>Payment Terms:</th>
<th>NET30</th>
<th>Freight Terms:</th>
<th>FOB</th>
<th>Ship Via:</th>
<th>VNDR</th>
<th>Date:</th>
<th>08/24/20</th>
<th>PO Method:</th>
<th>AT</th>
<th>Dispatch Method:</th>
<th>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 Information
- **Vendor**: OFFICE DEPOT INC  
  PO BOX 660113  
  DALLAS TX 75266-0113  
  United States

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

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

### Bill To Fax Information
- **Bill To Fax**: 
  

### Bill To Email Information
- **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**: 20128372

**Contract #:** TXMAS-20-7501

**Vendor Contact**: Leslie Garza  
Email: leslie.garza@officedepot.com  
Phone: (956) 279-5240

**TxDMV Contact**: Stacey Cullen  
Enforcement  
Email: stacey.cullen@txdmv.gov  
Phone: (512) 465-4164

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**Authorized Signature**  

[Signature]  

08/24/2020
<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>
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</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Tabbies Color-coded Legal Exhibit Labels, 58092, 1 5/8” W x 1”L, White, Pack Of 252. Item # 921403 Supplier Part Number: 921403 Manufacturer Part #: 58092</td>
<td>615/39</td>
<td>5.0000</td>
<td>EA</td>
<td>$4.46000</td>
<td>$22.30</td>
<td>08/31/2020</td>
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Schedule Total: $22.30

ReqID: 0000009570

Item Total for Line # 1: $22.30

Total PO Amount: $22.30

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

08/24/2020
NOT 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.