



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21000332
 Business Unit # 60800
 Purchase Order # 0000008707
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 09/03/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 10/08/20

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

Purchaser: Amanda Leigh Maxwell
Phone:
Fax:

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill To Fax:

Email: Amanda.Maxwell@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN 1 - by Mandy Maxwell - 10/08/2020
 Changed shipping to Prepay and Add for freight charges on invoice.

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: 21000332

Term Contract #: 615-A1

Vendor Contact: Audrey Cedillo
 Email: smartbuy@workquest.com
 Phone: (512) 451-8145

TxDMV Contact: Renee Israel
 Motor Carrier Operations
 Phone: 512/465-1420
 Email: renee.israel@txdmv.gov

TxDMV Contact: Karen Poff
 email: karen.poff@txdmv.gov
 Phone: 972/478-5212

Authorized Signature

10/08/2020



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TxDMV Contact: Debbie Wilson
 Vehicle Titles Reg Division
 Email: debbie.wilson@txdmv.gov
 Phone: 254/296-2711

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Correction Tape, White, Single Line, Sideways Delivery	615/29	30.0000	EA	\$2.44000	\$73.20	09/17/2020

Ship To: 1P00

Delivery Instructions:

4000 Jackson Avenue
 Austin TX 78731
 United States

Schedule Total

ReqID:
0000009597

Contract Monitor: Renee Israel
 512/465-1420
 Renee.Israel@Txdmv.gov

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Self Stick Note Pad, 3" x 3", Yellow Supplier Part Number: 61562384000	615/62	4.0000	PAK	\$9.39000	\$37.56	09/17/2020

Notes Canary Yellow 3x3
 14+4 SP 965144

Ship To: 1P08

Delivery Instructions:

1925 E. Beltline,
 Ste. 100
 Carrollton TX
 75006
 United States

Schedule Total

ReqID:
0000009528

Karen Poff
 email: karen.poff@txdmv.gov
 Phone: 972/478-5212

Item Total for Line # 2

Authorized Signature

[Handwritten Signature]
 Purchaser

10/08/2020



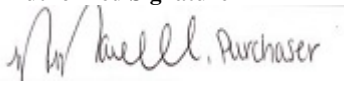
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Tape, Transparent, Refill, 3/4 x 1000", core 1", multipurpose, 6/pack Supplier Part Number: 83220112	832/20	10.0000	PKG	\$5.91000	\$59.10	09/17/2020	
Ship To: 1P08		Delivery Instructions:						
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States								
						Schedule Total	\$59.10	
						ReqID: 0000009528		
Karen Poff email: karen.poff@txdmv.gov Phone: 972/478-5212							Item Total for Line # 3	\$59.10

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	995268 Marker, Permanent, Chisel Tip, Black, Blister Pack, 2/Pk Supplier Part Number: 62090690108	785/83	6.0000	PKG	\$0.86000	\$5.16	09/17/2020	
Sharpie Black Chisel-tip Permanent Marker								
Ship To: 1P24		Delivery Instructions:						
2203 Austin Avenue Waco TX 76701 United States								
						Schedule Total	\$5.16	
						ReqID: 0000009571		
Debbie Wilson Vehicle Titles Reg Division Email: debbie.wilson@txdmv.gov Phone: 254/296-2711							Item Total for Line # 4	\$5.16

Total PO Amount \$175.02

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.

Authorized Signature

 Purchaser
 10/08/2020



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Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

[Handwritten Signature]
Purchaser

10/08/2020