Texas Department of Motor Vehicles
Texas SmartBuy PO # 21000332
Business Unit # 60800
Purchase Order # 0000008707

Payment Terms: NET30
Freight Terms: FOB
Ship Via: VNDR
PCC: 0
Date: 09/03/20
PO Method: DG
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

Bill To:
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1741976051 1
Purchaser: Amanda Leigh Maxwell
Phone:
Fax:

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

Email: Amanda.Maxwell@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: 21000332

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

TxDMV Contact: Debbie Wilson
Vehicle Titles  Reg Division

Authorized Signature

09/03/2020
<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>Correction Tape, White, Single Line, Sideways Delivery</td>
<td>615/29</td>
<td>30.0000</td>
<td>EA</td>
<td>$2.44000</td>
<td>$73.20</td>
<td>09/17/2020</td>
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<td>Ship To:</td>
<td>1P00</td>
<td>Delivery Instructions:</td>
<td>Schedule Total: $73.20</td>
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<td></td>
<td></td>
<td>4000 Jackson Avenue Austin TX 78731 United States</td>
<td>ReqID: 0000009597</td>
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</tbody>
</table>

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

<table>
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<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>2-1</td>
<td>Self Stick Note Pad, 3” x 3”, Yellow Supplier Part Number: 61562384000 Notes Canary Yellow 3x3 14+4 SP 965144</td>
<td>615/62</td>
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<td>Ship To:</td>
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<td>Delivery Instructions:</td>
<td>Schedule Total: $37.56</td>
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<td></td>
<td></td>
<td>1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States</td>
<td>ReqID: 0000009528</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Item Total for Line # 1: $73.20
Item Total for Line # 2: $37.56

Authorized Signature

Date: 09/03/2020
<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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<tbody>
<tr>
<td>3-1</td>
<td>Tape, Transparent, Refill, 3/4 x 1000&quot;, core 1&quot;, multipurpose, 6/pack</td>
<td>832/20</td>
<td>10.0000</td>
<td>PKG</td>
<td>$5.91000</td>
<td>$59.10</td>
<td>09/17/2020</td>
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**Ship To:** 1P08  
1925 E. Beltline, Ste. 100  
Carrollton TX  
75006  
United States

**Delivery Instructions:**

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<tr>
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</tbody>
</table>

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

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<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>4-1</td>
<td>Marker, Permanent, Chisel Tip, Black, Blister Pack, 2/Pk</td>
<td>785/83</td>
<td>6.0000</td>
<td>PKG</td>
<td>$0.86000</td>
<td>$5.16</td>
<td>09/17/2020</td>
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**Ship To:** 1P24  
2203 Austin Avenue  
Waco TX 76701  
United States

**Delivery Instructions:**

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<th>ReqID:</th>
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<tr>
<td>000009571</td>
<td></td>
</tr>
</tbody>
</table>

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

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**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.

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**Authorized Signature**  
09/03/2020
Texas Department of Motor Vehicles
Texas SmartBuy PO # 21000332
Business Unit # 60800
Purchase Order # 0000008707

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

Authorized Signature

09/03/2020
Purchase Order
PO No. 21000332
Order Date: 9/3/2020
Internal Tracking No.: 0000008707

Contractor Info
WorkQuest, Inc.
17419760511
1011 East 53 1/2 Street
Austin, TX 78751
(512) 451-8145

Bill To
4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To
Items to be shipped to multiple addresses. See shipping details below for each line item.

NOTE TO CONTRACTOR: ***Multiple ship-to addresses***

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

<table>
<thead>
<tr>
<th>Line #</th>
<th>NIGP Code</th>
<th>Commodity Code/Supplier Part #</th>
<th>Item</th>
<th>QTY</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
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<tbody>
<tr>
<td>1</td>
<td>61529</td>
<td>61529311005</td>
<td>Correction Tape, White, Single Line, Sideways Delivery, Non-Refillable, Plus Freight Order Less Than $25</td>
<td>30</td>
<td>EACH</td>
<td>2.44</td>
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Contract: 615-A1
Contract Type: Term
Delivery ARO (days): 14
Delivery Date: 9/17/2020
Ship to Address:
Texas Department Of Motor Vehicles - 608
4000 JACKSON AVENUE
AUSTIN TX 78731
Notes: TxDMV Contact: Renee Israel
Motor Carrier Operations
Phone: 512/465-1420
Email: renee.israel@txdmv.gov
<table>
<thead>
<tr>
<th>Line #</th>
<th>NIGP Code</th>
<th>Commodity Code/ Supplier Part #</th>
<th>Item Description</th>
<th>QTY</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
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<tbody>
<tr>
<td>2</td>
<td>61562</td>
<td>61562384000</td>
<td><strong>Self Stick Note Pad, 3” x 3”, Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than $25</strong>&lt;br&gt;Contract: 615-A1&lt;br&gt;Contract Type: Term&lt;br&gt;Delivery ARO (days): 14&lt;br&gt;Delivery Date: 9/17/2020&lt;br&gt;Ship to Address: Texas Department Of Motor Vehicles - 608 &lt;br&gt;1925 E BELTLINE ROAD , SUITE 100 CARROLLTON TX 75006&lt;br&gt;Notes: TxDMV Contact: Karen Poff&lt;br&gt;Email: <a href="mailto:karen.poff@txdmv.gov">karen.poff@txdmv.gov</a>&lt;br&gt;Phone: 972/478-5212</td>
<td>4</td>
<td>PKG</td>
<td>9.39</td>
<td>$37.56</td>
</tr>
<tr>
<td>3</td>
<td>83220</td>
<td>83220112</td>
<td><strong>Tape, Transparent, Refill, 3/4” x 1000”, Core 1”, Multi-Purpose, 6/ Pack, Freight Order Less Than $50</strong>&lt;br&gt;Contract: 832-A1&lt;br&gt;Contract Type: Term&lt;br&gt;Delivery ARO (days): 14&lt;br&gt;Delivery Date: 9/17/2020&lt;br&gt;Ship to Address: Texas Department Of Motor Vehicles - 608 &lt;br&gt;1925 E BELTLINE ROAD , SUITE 100 CARROLLTON TX 75006&lt;br&gt;Notes: TxDMV Contact: Karen Poff&lt;br&gt;Email: <a href="mailto:karen.poff@txdmv.gov">karen.poff@txdmv.gov</a>&lt;br&gt;Phone: 972/478-5212</td>
<td>10</td>
<td>PKG</td>
<td>5.91</td>
<td>$59.10</td>
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<tr>
<td>4</td>
<td>62090</td>
<td>62090690108</td>
<td><strong>Marker, Permanent, Chisel Tip, Black, Blister Pack, 2/Pk</strong>&lt;br&gt;Contract: 620-A1&lt;br&gt;Contract Type: Term&lt;br&gt;Delivery ARO (days): 14&lt;br&gt;Delivery Date: 9/17/2020&lt;br&gt;Ship to Address: Texas Department Of Motor Vehicles - 608&lt;br&gt;2203 AUSTIN AVENUE&lt;br&gt;WACO TX 76701&lt;br&gt;Notes: TxDMV Contact: Debbie Wilson&lt;br&gt;Vehicle Titles &amp; Reg Division&lt;br&gt;Email: <a href="mailto:debbie.wilson@txdmv.gov">debbie.wilson@txdmv.gov</a>&lt;br&gt;Phone: 254/296-2711</td>
<td>6</td>
<td>Pack</td>
<td>0.86</td>
<td>$5.16</td>
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**Total**: $175.02