



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008718

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **Date:** 09/04/20 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: CROSSWORD TRANSLATION-WOKO ENTERPRISES
 1530 AVENUE C
 Katy TX 77493-1904
 United States

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

Vendor ID: 1760530968 5

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Amanda Leigh Maxwell
Phone:
Fax:

Bill To Fax:

Email: Amanda.Maxwell@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.

Spanish Translation services needed September 8, 2020 at 1:00PM CST for a total of 4 hours via WebEx.

Cost is \$105.00 per hour (\$500.00 input on PO to account for any extra time beyond the 4 hours). Final invoice will be billed accordingly.

Vendor Contact: Darren Worrell
 Crossword Translation
 Email: language@crosswordtranslation.com
 Phone: 281/391-3534

TxDmv Contact: Sue Russell Hernandez
 Email: sue.hernandez@txdmv.gov
 Phone: (512) 465-5000

JOIN WEBEX MEETING

<https://txdmv.webex.com/txdmv/j.php?MTID=maff40e97acc57ba506afa4e91d0d580e>
 Meeting number (access code): 133 229 7952

Meeting password: uVW38m5777s

Authorized Signature

09/04/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000008718

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Spanish Interpreter services for hearing on September 8, 2020 at 1:00PM CST by WebEx for a total of 4 hours. Case # 20-0008752 CAF MELIDA GARCIA-LOPEZ and EMMANUEL LOPEZ-VELA	961/46	1.0000	EA	\$500.00000	\$500.00	09/08/2020
						Schedule Total	<input type="text" value="\$500.00"/>
						RegID:	
						0000009627	
<p>Date of Service: 9/08/2020 at 1:00PM CST by WebEx for a total of 4 hours; One certified Spanish to English Interpreter for a hearing on the merits currently scheduled to be held on September 8, 2020 at 1:00PM CST, by WebEx (video conference). Please contact Andrew Kang cell number 512-375-2194 or Sue Russell office 512-465-5000, Email: sue.hernandez@txdmv.gov.</p>							
						Item Total for Line # 1	<input type="text" value="\$500.00"/>

Total PO Amount

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

09/04/2020