



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21000707  
 Business Unit # 60800  
 Purchase Order # 0000008725

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 09/09/20 **PO Method:** DG **Dispatch:** 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

**Ship To:** See Detail Below

**Vendor ID:** 1741976051 1

**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.

Texas SmartBuy PO: 21000707

Term Contract #: 615-A1

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

TXDMV Contact: Suzanne Long  
 Vehicle Titles Reg Division  
 Email: Suzanne.long@TxDMV.gov  
 Phone: 940/235-4817

TXDMV Contact: Rachel Esquivel  
 Email: rachel.esquivel@txdmv.gov  
 Phone: 915/594-6011

**Authorized Signature**

**09/09/2020**



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 Texas SmartBuy PO # 21000707  
 Business Unit # 60800  
 Purchase Order # 0000008725

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Correction Tape, White, Single Line, Sideways Delivery Item # 61529311005	615/29	20.0000	EA	\$2.44000	\$48.80	09/23/2020	
<b>Ship To:</b> 1P25		<b>Delivery Instructions:</b>						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						<b>Schedule Total</b>	\$48.80	
						<b>RegID:</b> 0000009656		
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817							<b>Item Total for Line # 1</b>	\$48.80

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Self Stick Flags, .5" x 1.7", Multi color Supplier Part Number: MMM6834	615/93	10.0000	PKG	\$3.57000	\$35.70	09/23/2020	
Post-It Flags .47 Wide Assorted Colors 100 Flags/Pack (683-5Cf)								
<b>Ship To:</b> 1P25		<b>Delivery Instructions:</b>						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						<b>Schedule Total</b>	\$35.70	
						<b>RegID:</b> 0000009656		
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817							<b>Item Total for Line # 2</b>	\$35.70

Authorized Signature

*[Handwritten Signature]*  
 Purchaser

09/09/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Paper, Opaque Double-sided, Bond, Recyc, Premium No. 1, 20 lb., Letter, Qty Price Breaks 5000 sheets/CTN. Supplier Part Number: 64521120051	645/21	20.0000	CS	\$54.49000	\$1,089.80	09/29/2020
	HP Office Ultra White Paper, Letter Size Paper, 20 Lb, 500 Sheets Per Ream, Case Of 10 Reams						
<b>Ship To:</b>	1P09	<b>Delivery Instructions:</b>					
	1227 Lee Trevino, Ste. 100 El Paso TX 79907 United States						
						<b>Schedule Total</b>	\$1,089.80
				<b>ReqID:</b> 0000009662			
Rachel Esquivel Email: rachel.esquivel@txdmv.gov Phone: (915) 594-6011						<b>Item Total for Line # 3</b>	\$1,089.80

**Total PO Amount** \$1,174.30

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

*[Handwritten Signature]*  
Purchaser

09/09/2020



# Purchase Order

## PO No. 21000707

Order Date: 9/9/2020

Internal Tracking No.: 0000008725

**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**

Agency	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Amanda Maxwell	<a href="mailto:Amanda.maxwell@txdmv.gov">Amanda.maxwell@txdmv.gov</a>	(512) 465-1226

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61529	61529311005	<b>Correction Tape, White, Single Line, Sideways Delivery, Non-Refillable, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 9/23/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: TXDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817	20	EACH	2.44	\$48.80



# Purchase Order

PO No. 21000707

Order Date: 9/9/2020

Internal Tracking No.: 0000008725

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61593	61593421500	<b>Self Stick Flags, .5" x 1.7", Multi color, 1 color per dispenser,35 flags/Dispenser, 4 Dispensers/Pk, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 9/23/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: TXDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817 Manufacturer Name: 3M	10	PACK	3.57	\$35.70
3	64521	64521120051	<b>Paper, Opaque Double-sided, Bond, Recyc, Premium No. 1, 20 lb., Letter, Freight is included</b> Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 9/29/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1227 LEE TREVINO , SUITE 100 EL PASO TX 79907 Notes: TxDMV Contact: Rachel Esquivel Email: rachel.esquivel@txdmv.gov Phone: (915) 594-6011 Manufacturer Name: Skilcraft	20	CRTN	54.49	\$1,089.80

**Total \$1,174.30**