



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21012508
 Business Unit # 60800
 Purchase Order # 0000008826

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 10/08/20 **PO Method:** SP **Dispatch:** Dispatch **Rev Dt:** Via Print

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: 1P16 - Houston Region
 2110 E. Governors Circle
 Houston TX 77092
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Ryan Martin Brown
Phone:
Fax:

Bill To Fax:

Email: Ryan.Brown@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

TxSmartBuy #:21012508 and 21011615

Contract #:620-A1

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 Invoices@txdmv.gov. 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, whichever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

TxDMV Contact:
 Khadija Brown
 khadija.brown@txdmv.gov
 713-316-6131

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

Authorized Signature

10/09/2020




Texas Department of Motor Vehicles
Texas SmartBuy PO # 21012508
Business Unit # 60800
Purchase Order # 0000008826

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Ball Point Pen, stick pen without eraser.POINT/INK: Medium Blue, SP # 62080031008	620/60	10.0000	DOZ	\$2.00000	\$20.00	10/12/2020
						Schedule Total	\$20.00
						ReqID:	0000009727
						Item Total for Line # 1	\$20.00
2-1	Retractable 07mm gel ink pen has a translucent colored barrel, clip, grip, and plunger cover to indicate ink color. Blue. SP # 45888468108	620/60	3.0000	DOZ	\$10.50000	\$31.50	10/12/2020
						Schedule Total	\$31.50
						ReqID:	0000009727
						Item Total for Line # 2	\$31.50
						Total PO Amount	\$51.50

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

10/09/2020