



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21013918
 Business Unit # 60800
 Purchase Order # 0000008872

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 10/16/20 **PO Method:** SP **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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 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 #: 21013918

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:

Jennifer Whittaker
 jennifer.whittaker@txdmv.gov
 (512) 465-1386

Vendor Contact:

Audrey Cedillo
 Smartbuy@workquest.com
 (512)-451-8145

Authorized Signature

10/19/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Z grip retractable ballpoint pen (BLUE) - SKU: 62080151541	620/80	3.0000	DOZ	\$10.60000	\$31.80	10/16/2020
						Schedule Total	<input type="text" value="\$31.80"/>
				ReqID:			
				0000009705			
Found in WorkQuest (See attached for product information and the minimum order quantity)						Item Total for Line # 1	<input type="text" value="\$31.80"/>

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

10/19/2020