



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21024002
 Business Unit # 60800
 Purchase Order # 0000008922

Payment Terms: NET30 **Freight Terms:** See Detail **Ship Via:** See Detail **PCC:** 0 **Date:** 10/29/20 **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.

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

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

Term Contract#: 615-A1
 645-S1

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

TxDMV contact: Mari Henson
 Government and Strategic Communications Division
 Phone: 512/465-1443
 Email: mari.henson@txdmv.gov

TXDMV Contact: Lori G Paul
 Vehicle Titles Reg Division
 Email: lori.g.paul@txdmv.gov
 Phone: 512/465-4048

Authorized Signature

10/30/2020



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TXDMV Contact: Ariana Rosa
 Phone: 956/784-6712
 Email: ariana.rosa@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Copier Paper Recycled, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks Supplier Part Number: 64521411718	645/21	5.0000	EA	\$43.21000	\$216.05	11/12/2020

Ship To: 1P00

Delivery Instructions:

4000 Jackson
 Avenue
 Austin TX 78731
 United States

Schedule Total

ReqID:
0000009798

Mari Henson
 Phone: 512/465-1443
 Email: mari.henson@txdmv.gov

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa Supplier Part Number: 62080230105	620/80	6.0000	PAK	\$6.08000	\$36.48	11/12/2020

Ship To: 1P00

Delivery Instructions:

4000 Jackson
 Avenue
 Austin TX 78731
 United States

Schedule Total

ReqID:
0000009851

Lori G Paul
 Vehicle Titles Reg Division
 Email: lori.g.paul@txdmv.gov
 Phone: 512/465-4048

Item Total for Line # 2

Authorized Signature

10/30/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Highlighter, Chisel Tip, Yellow, 100% Recycled, 12 Ea/Box Supplier Part Number: 62090383509	620/90	3.0000	DOZ	\$9.50000	\$28.50	11/12/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$28.50
						ReqID: 0000009851	
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048						Item Total for Line # 3	\$28.50
4-1	Marker, Permanent, Black, Blister Pack, 2/Pk Supplier Part Number: 62090690108	620/90	10.0000	PAK	\$0.86000	\$8.60	11/12/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$8.60
						ReqID: 0000009851	
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048						Item Total for Line # 4	\$8.60

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Note Pad, Self Stick, 1.5" x 2", Yellow Supplier Part Number: 61562381501 Post-It Notes Value Pack 1.5 X 2 Canary Yellow 90 Sheets/Pad 24 Pads/Pack (653-24Vad-B)	615/62	4.0000	PAK	\$4.58000	\$18.32	11/12/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	<input type="text" value="\$18.32"/>
						ReqID: 0000009851	
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048						Item Total for Line # 5	<input type="text" value="\$18.32"/>
6-1	Zebra Sarasa Retractable Gel Pens Medium Point - BLUE Supplier Part Number: 45888468108 Manufacturer Part #: 46810D	620/80	4.0000	DOZ	\$10.50000	\$42.00	11/12/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	<input type="text" value="\$42.00"/>
						ReqID: 0000009851	
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048						Item Total for Line # 6	<input type="text" value="\$42.00"/>

Authorized Signature

[Handwritten Signature]
 Purchaser

10/30/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Zebra Sarasa Retractable Gel Pens Medium Point - RED Supplier Part Number: 45888468108 Manufacturer Part #: 46810D	620/80	2.0000	DOZ	\$10.50000	\$21.00	11/12/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$21.00	
						ReqID: 0000009851		
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048							Item Total for Line # 7	\$21.00

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	Correction Tape, Standard Tip, White, Single Line Supplier Part Number: 61529301006	615/29	40.0000	BOX	\$1.77000	\$70.80	11/12/2020	
Tape, Correction, 10/Box, White								
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$70.80	
						ReqID: 0000009851		
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048							Item Total for Line # 8	\$70.80

Authorized Signature

10/30/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
9-1	Self Stick Note Pad, 3" x 3", Yellow Supplier Part Number: 61562384000 POST-IT NOTES, 3" X 3" CANARY YELLOW, PACK OF 24 (317302)	615/62	2.0000	PKG	\$9.39000	\$18.78	11/12/2020	
Ship To: 1P21		Delivery Instructions:						
600 West Expressway 83 Pharr TX 78577 United States								
						Schedule Total	<input type="text" value="\$18.78"/>	
						ReqID: 0000009859		
Ariana Rosa Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov							Item Total for Line # 9	<input type="text" value="\$18.78"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
10-1	PEN, GEL INK, 0.7MM, RETRACTABLE, RUBBER GRIP, ZEBRA SARASA RED Supplier Part Number: 62080230105	620/80	1.0000	PAK	\$6.08000	\$6.08	11/12/2020	
Ship To: 1P21		Delivery Instructions:						
600 West Expressway 83 Pharr TX 78577 United States								
						Schedule Total	<input type="text" value="\$6.08"/>	
						ReqID: 0000009859		
Ariana Rosa Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov							Item Total for Line # 10	<input type="text" value="\$6.08"/>

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.

Authorized Signature

 Purchaser
 10/30/2020



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Authorized Signature

M. K. Powell, Purchaser

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Internal Tracking No.: 0000008922

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	Amanda.maxwell@txdmv.gov	(512) 465-1226

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	64521	64521411718	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included. Qty price breaks at 80, 200, 500, and 800 cases. Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 11/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV contact: Mari Henson Phone: 512/465-1443 Email: mari.henson@txdmv.gov Manufacturer Name: Skilcraft	5	CRTN	43.21	\$216.05



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62080	62080230105	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/ Pack, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080230204 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	6	PACK	6.08	\$36.48
3	62090	62090383509	Highlighter, Chisel Tip, Yellow, 100% Recycled, 12 Ea/Box, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	3	DOZ	9.50	\$28.50
4	62090	62090690108	Marker, Permanent, Chisel Tip, Black, Blister Pack, 2/Pk Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	10	Pack	0.86	\$8.60



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5	61562	61562381501	Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/ Pkg, Plus Freight Less Than 12 Pkg Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	4	PKG	4.58	\$18.32
6	62080	62080231100	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25 Attribute 1: BLUE Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048 MPN: 46810D Manufacturer Name: Zebra	4	DOZ	10.50	\$42.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
7	62080	62080231100	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25 Attribute 1: RED Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048 MPN: 46810D Manufacturer Name: Zebra	2	DOZ	10.50	\$21.00
8	61529	61529301006	Correction Tape, Standard Tip, White, Single Line, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	40	EACH	1.77	\$70.80



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
9	61562	61562384000	Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 600 W EXPRESSWAY 83 PHARR TX 78577 Notes: TXDMV Contact: Ariana Rosa Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov	2	PKG	9.39	\$18.78
10	62080	62080230105	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/ Pack, Plus Freight Order Less Than \$25 Attribute 1: Red-62080230303 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 600 W EXPRESSWAY 83 PHARR TX 78577 Notes: TXDMV Contact: Ariana Rosa Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov	1	PACK	6.08	\$6.08

Total \$466.61