



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21025961
 Business Unit # 60800
 Purchase Order # 0000009012

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** 0 **Date:** 11/16/20 **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.

Contract #: 207-A1
 615-A1
 620-A1
 832-A1

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

TxDMV Contact: Cynthia Fagan
 Vehicle Titles Reg Division
 Email: cynthia.fagan@txdmv.gov
 Phone: 903/237-2811

TXDMV Contact: Suzanne Long
 Vehicle Titles Reg Division
 Email: Suzanne.long@TxDMV.gov

Authorized Signature

11/16/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21025961
 Business Unit # 60800
 Purchase Order # 0000009012

Phone: 940/235-4817

TxDMV Contact: Karen Poff
 Email: karen.poff@txdmv.gov
 Phone: 972/478-5212

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Self Stick Note Pad, 3' x 3" Yellow Supplier Part Number: 61562384000	615/62	2.0000	PKG	\$9.39000	\$18.78	11/30/2020	
Ship To: 1P17		Delivery Instructions:						
4549 W. Loop 281 Longview TX 75604 United States								
						Schedule Total	\$18.78	
						ReqID: 0000009892		
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 1	\$18.78

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Highlighter, Chisel Tip, Yellow, 100% Recycled Supplier Part Number: 62090383509	620/90	1.0000	DOZ	\$9.50000	\$9.50	11/30/2020	
Ship To: 1P17		Delivery Instructions:						
4549 W. Loop 281 Longview TX 75604 United States								
						Schedule Total	\$9.50	
						ReqID: 0000009892		
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 2	\$9.50

Authorized Signature

11/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21025961
Business Unit # 60800
Purchase Order # 0000009012

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Pen Ballpoint, Medium Point, 4.5, Z-Grip Max Blue Ink Supplier Part Number: 62080151541	620/80	2.0000	DOZ	\$10.60000	\$21.20	11/30/2020	
Ship To: 1P17		Delivery Instructions:						
4549 W. Loop 281 Longview TX 75604 United States								
						Schedule Total	\$21.20	
						RegID: 0000009892		
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 3	\$21.20
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Self Stick Note Pad, 3" x 5", Yellow Supplier Part Number: 61562384315	615/62	3.0000	PKG	\$11.92000	\$35.76	11/30/2020	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	\$35.76	
						RegID: 0000009897		
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817							Item Total for Line # 4	\$35.76

Authorized Signature

11/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21025961
Business Unit # 60800
Purchase Order # 0000009012

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Self Stick Note Pad, 3" x 3", Yellow Supplier Part Number: 61562384000	615/62	3.0000	PKG	\$9.39000	\$28.17	11/30/2020
Ship To: 1P25		Delivery Instructions:					
1601-A Southwest Parkway Wichita Falls TX 76302 United States							
						Schedule Total	\$28.17
						ReqID: 0000009897	
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817						Item Total for Line # 5	\$28.17

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Tape, Transparent, Refill, 3/4" x 1000", core 1", Multi- Purpose, 6/pack Supplier Part Number: 83220112	832/20	10.0000	PKG	\$5.91000	\$59.10	11/30/2020
Ship To: 1P08		Delivery Instructions:					
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States							
						Schedule Total	\$59.10
						ReqID: 0000009908	
Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212						Item Total for Line # 6	\$59.10

Authorized Signature

11/16/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21025961
 Business Unit # 60800
 Purchase Order # 0000009012

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Correction Tape, Standard Tip, White, Single Line Supplier Part Number: 61529301006	615/29	50.0000	EA	\$1.77000	\$88.50	11/30/2020	
Ship To: 1P08		Delivery Instructions:						
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States								
						Schedule Total	\$88.50	
						ReqID: 0000009908		
Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212							Item Total for Line # 7	\$88.50

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	High Yield Toner Cartridge CC364X - HPLJP4015 Supplier Part Number: 20772901815	207/72	1.0000	EA	\$93.96000	\$93.96	12/01/2020	
Ship To: 1P08		Delivery Instructions:						
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States								
						Schedule Total	\$93.96	
						ReqID: 0000009908		
Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212							Item Total for Line # 8	\$93.96

Total PO Amount \$354.97

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

11/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21025961
Business Unit # 60800
Purchase Order # 0000009012

Page: 6 of 6

Authorized Signature

[Handwritten Signature]
Purchaser

11/16/2020



Purchase Order

PO No. 21025961

Order Date: 11/16/2020

Internal Tracking No.: 0000009012

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:**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	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: 11/30/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811	2	PKG	9.39	\$18.78



Purchase Order

PO No. 21025961

Order Date: 11/16/2020

Internal Tracking No.: 0000009012

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	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: 11/30/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811	1	DOZ	9.50	\$9.50
3	62080	62080151541	Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080151541 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/30/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811	2	DOZ	10.60	\$21.20



Purchase Order

PO No. 21025961

Order Date: 11/16/2020

Internal Tracking No.: 0000009012

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	61562	61562384315	Self Stick Note Pad, 3" x 5", 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: 11/30/2020 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	3	PKG	11.92	\$35.76
5	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: 11/30/2020 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	3	PKG	9.39	\$28.17
6	83220	83220112	Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack, Freight Order Less Than \$50 Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/30/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1925 E BELTLINE ROAD , SUITE 100 CARROLLTON TX 75006 Notes: TxDMV Contact: Karen Poff email: karen.poff@txdmv.gov Phone: 972/478-5212	10	PKG	5.91	\$59.10



Purchase Order

PO No. 21025961

Order Date: 11/16/2020

Internal Tracking No.: 0000009012

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
7	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: 11/30/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1925 E BELTLINE ROAD , SUITE 100 CARROLLTON TX 75006 Notes: TxDMV Contact: Karen Poff email: karen.poff@txdmv.gov Phone: 972/478-5212	50	EACH	1.77	\$88.50
8	20772	20772901815	Toner, High Yield, CC364X; HPLJP4015 Freight Included Contract: 207-A2 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 12/1/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1925 E BELTLINE ROAD , SUITE 100 CARROLLTON TX 75006 Notes: TxDMV Contact: Karen Poff email: karen.poff@txdmv.gov Phone: 972/478-5212	1	EACH	93.96	\$93.96

Total \$354.97