



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21038166  
 Business Unit # 60800  
 Purchase Order # 0000009114

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 12/16/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:**  
**Terms:** **Terms:** Destination **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:** 1P08 - Dallas Region  
 1925 E. Beltline, Ste. 100  
 Carrollton TX 75006  
 United States

**Vendor ID:** 1741976051 1

**Purchaser:** Heidi Ann Davis  
**Phone:** 512/465-4111  
**Fax:**

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Email:** Heidi.Davis@txdmv.gov

**Bill To Fax:**

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

Term Contract # 615-A1

**TxDmv Contact:**

Karen Poff  
 Karen.Poff@TxDMV.gov  
 (972) 478-5212

**Vendor Contact:**

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

**Authorized Signature**

**12/18/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Calendar Refill Jan to Dec 2021 3.2x6 SP 61519700717	615/19	6.0000	EA	\$2.81000	\$16.86	01/01/2021
						Schedule Total	\$16.86
						RegID:	0000010026
						Item Total for Line # 1	\$16.86
2-1	Calenar, Wall, Monthly 22inx31.25in SP 61519703504	615/19	1.0000	EA	\$17.79000	\$17.79	01/01/2021
						Schedule Total	\$17.79
						RegID:	0000010026
						Item Total for Line # 2	\$17.79
3-1	Calendar, Monthly, Wall/Desk Vinyl Holder 11inx8.5in SP 61519703502	615/19	3.0000	EA	\$11.49000	\$34.47	01/01/2021
						Schedule Total	\$34.47
						RegID:	0000010026
						Item Total for Line # 3	\$34.47
4-1	Calendar Desk Pad 22inx17in 12 months SP 61519130779	615/19	8.0000	EA	\$8.49000	\$67.92	01/01/2021
						Schedule Total	\$67.92
						RegID:	0000010026
						Item Total for Line # 4	\$67.92

Authorized Signature

12/18/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Calendar Monthly Planner Black 6.8x8.75 Jan to Dec 2021 SP61519700279	615/19	9.0000	EA	\$13.08000	\$117.72	01/01/2021
						Schedule Total	\$117.72
						RegID:	0000010026
						Item Total for Line # 5	\$117.72
6-1	Wall Calendar planner displays 1 year SP 61519703506	615/19	1.0000	EA	\$13.30000	\$13.30	01/01/2021
						Schedule Total	\$13.30
						RegID:	0000010026
						Item Total for Line # 6	\$13.30
7-1	Jan to Dec Planer 5inx8in SP 61519700278	615/19	3.0000	EA	\$12.21000	\$36.63	01/01/2021
						Schedule Total	\$36.63
						RegID:	0000010026
						Item Total for Line # 7	\$36.63
8-1	HOD Black Professional Weekly Planner Julian Dates Office Depot SP HOD27202 61515074503	615/19	2.0000	EA	\$14.41000	\$28.82	01/01/2021
						Schedule Total	\$28.82
						RegID:	0000010026
						Item Total for Line # 8	\$28.82

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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

A handwritten signature in black ink, appearing to read "Michael D. ...", written over a horizontal line.

12/18/2020