



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21038587
 Business Unit # 60800
 Purchase Order # 0000009125

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** X **Date:** 12/21/20 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: STAPLES CONTRACT AND COMMERCIAL INC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

Ship To: See Detail Below

Vendor ID: 1043390816 6

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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill To Fax:

Email: Heidi.Davis@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.

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>

TXMAS Contract #:TXMAS-20-7502

Vendor Contact:

Randy Ericson
 Email: randy.ericson@staples.com
 Phone: (512) 947-2439
 Alternate Email: support_ct@staples.com
 Alternate Phone: (800) 574-7477

SPECIAL DELIVERY REQUIREMENTS:

Deliveries to the Wynne Unit must be made Monday through Friday between the hours of 6:30 AM and 10:30 AM. Deliveries will be made to a maximum security prison. Vendors/Shippers must present a packing slip that will identify the contents of all incoming shipments. The following items will not be allowed on the unit during the delivery process: Phones, tobacco, extra clothing, any type of weapon (knives, firearms etc.) The driver will be able to turn these items over to the correctional officer staff while he/she performs the delivery. They will be returned upon departure from the facility. Also, there are lockers available at the local truck stops where items could be stored while the delivery is made. If there are any questions regarding delivery, please call Brad Beaty at (936) 295-3798.

Authorized Signature

12/22/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21038587
 Business Unit # 60800
 Purchase Order # 0000009125

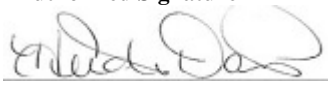
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Dymo Labelwriter 1-Up File Folder 30327 Label Printer Labels 0.56 W Black On White 260/Box. Mfg. #DYM30327	605/30	10.0000	BOX	\$4.32000	\$43.20	12/31/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	<input type="text" value="\$43.20"/>
						ReqID:	
						0000010034	
"TxDMV Contact: Monica Hernandez Monica.Hernandez@TxDMV.gov (512) 465-1261"							
						Item Total for Line # 1	<input type="text" value="\$43.20"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Dymo Shipping Label, 30256	605/30	80.0000	BOX	\$10.80000	\$864.00	01/04/2021
Ship To: 1P05		Delivery Instructions:					
810 FM 2821 Huntsville TX 77349 United States							
						Schedule Total	<input type="text" value="\$864.00"/>
						ReqID:	
						0000010025	
"TxDMV Contact: Brad Beaty Brad.Beaty@TxDMV.gov (512) 465-1438"							
						Item Total for Line # 2	<input type="text" value="\$864.00"/>

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

12/22/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21038587
Business Unit # 60800
Purchase Order # 0000009125

Page: 3 of 3

Authorized Signature

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

12/22/2020