



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21048194
 Business Unit # 60800
 Purchase Order # 0000009230

Payment Terms: NET30 **Freight Terms:** See Detail **Ship Via:** VNDR **PCC:** 0 **Date:** 01/21/21 **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 #: 620-A1
 615-A1
 645-S1

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

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

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

Authorized Signature

01/21/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pen, Gel Ink, 0.7mm, (BLUE) Retractable, Rubber Grip, Zebra Sarasa Commodity Code:62080230105	620/80	3.0000	PAK	\$6.08000	\$18.24	02/04/2021
Ship To: 1P21		Delivery Instructions:					
600 West Expressway 83 Pharr TX 78577 United States							
						Schedule Total	\$18.24
				ReqID: 0000010102			
Ariana Rosa Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov							
						Item Total for Line # 1	\$18.24
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, BLACK	620/80	4.0000	PAK	\$6.08000	\$24.32	02/04/2021
Ship To: 1P21		Delivery Instructions:					
600 West Expressway 83 Pharr TX 78577 United States							
						Schedule Total	\$24.32
				ReqID: 0000010102			
Ariana Rosa Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov							
						Item Total for Line # 2	\$24.32

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Self Stick Note pad, 3x3, yellow Commodity Code 61562384000	615/62	2.0000	PKG	\$9.39000	\$18.78	02/04/2021	
Ship To: 1P17		Delivery Instructions:						
4549 W. Loop 281 Longview TX 75604 United States								
						Schedule Total	\$18.78	
						ReqID: 0000010109		
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 3	\$18.78
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Self Stick Note Pad, 3x5, Yellow Commodity Code 61562384315	615/62	2.0000	PKG	\$11.92000	\$23.84	02/04/2021	
Ship To: 1P17		Delivery Instructions:						
4549 W. Loop 281 Longview TX 75604 United States								
						Schedule Total	\$23.84	
						ReqID: 0000010109		
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 4	\$23.84

Authorized Signature

01/21/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Pen, Retractable, Refillable, . 7mm Medium Point, Gel ink BLUE Supplier Part Number: 62080100017	620/80	1.0000	DOZ	\$9.46000	\$9.46	02/04/2021
Ship To: 1P17		Delivery Instructions:					
4549 W. Loop 281 Longview TX 75604 United States							
						Schedule Total	\$9.46
						ReqID: 0000010109	
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811						Item Total for Line # 5	\$9.46

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Pen Ballpoint, Medium Point, 4.5', Z Grip Max BLUE Commodity Code 62080151541	620/80	1.0000	DOZ	\$10.60000	\$10.60	02/04/2021
Ship To: 1P17		Delivery Instructions:					
4549 W. Loop 281 Longview TX 75604 United States							
						Schedule Total	\$10.60
						ReqID: 0000010109	
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811						Item Total for Line # 6	\$10.60

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Paper, Bond, Recycled, White, Prem 4, 20 Lb, Letter Supplier Part Number: 64521411714	645/21	8.0000	CTN	\$48.25000	\$386.00	02/10/2021
Ship To: 1P17		Delivery Instructions:					
4549 W. Loop 281 Longview TX 75604 United States							
						Schedule Total	<input type="text" value="\$386.00"/>
						RegID:	
						0000010109	
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811						Item Total for Line # 7	<input type="text" value="\$386.00"/>

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.

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Authorized Signature

[Handwritten Signature]
 Purchaser

01/21/2021



Purchase Order

PO No. 21048194

Order Date: 1/21/2021

Internal Tracking No.: 0000009230

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	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: 2/4/2021 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	3	PACK	6.08	\$18.24



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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: Black-62080230105 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/4/2021 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	4	PACK	6.08	\$24.32
3	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: 2/4/2021 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
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: 2/4/2021 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	11.92	\$23.84



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	62080	62080100017	Pen, .7MM Medium Point, Retractable, Refillable, Gel ink, Plus Freight Order Less Than \$25 Attribute 1: Blue Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/4/2021 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	9.46	\$9.46
6	64521	64521411714	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 3, 7, 40, 41, 121, 500, and 800 cases. Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 2/10/2021 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 Manufacturer Name: Skilcraft	8	CRTN	48.25	\$386.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
7	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: 2/4/2021 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	10.60	\$10.60

Total \$491.24