



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21053800
 Business Unit # 60800
 Purchase Order # 0000009277

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 01/29/21 **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

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>

Contract #: 645-S1

See Lines for TxDMV POC information

Vendor Contact:

Workquest, Inc.
 Email: smartbuy@workquest.com
 Phone: (512) 451-8145

Authorized Signature

01/29/2021



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21053800
 Business Unit # 60800
 Purchase Order # 0000009277

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Paper, Bond, Recycled, White, Prem No. 4, 20lb, letter qty Price Breaks Supplier Part Number 64521411710	645/21	10.0000	CTN	\$48.25000	\$482.50	02/05/2021	
Ship To: 1P22		Delivery Instructions:						
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States								
						Schedule Total	\$482.50	
						ReqID: 0000010120		
"TxDMV Contact: Seberina Palomarez Seberina.Palomarez@TxDMV.gov (210) 731-2151"							Item Total for Line # 1	\$482.50
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Paper, Bond, Recycled, White, 8 1/2" x 11", 500 sheets/pkg, 10 pkgs	645/21	5.0000	BOX	\$43.21000	\$216.05	02/10/2021	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$216.05	
						ReqID: 0000010132		
"TxDMV Contact: Sue Hernandez Sue.Hernandez@TxDMV.gov (512) 465-5000"							Item Total for Line # 2	\$216.05

Total PO Amount \$698.55

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

01/29/2021



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21053800
Business Unit # 60800
Purchase Order # 0000009277

Page: 3 of 3

Authorized Signature

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

01/29/2021