



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000009339

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 02/23/21 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** TEXAS DEPARTMENT OF PUBLIC SAFETY  
 CRIME RECORDS SERVICE  
 PO BOX 15999  
 AUSTIN TX 787615999  
 United States

**Ship To:** See Detail Below

**Vendor ID:** 3405405405 0

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

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

**Email:** Amanda.Maxwell@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.

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

Interagency Agreement Contract Act:  
 Texas Government Code, Title 7, Chapter 771

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Vendor Contact: Daniel Wilcox  
 Email: daniel.wilcox@dps.texas.gov  
 Alt Email: reprographics@dps.texas.gov  
 Phone: 512/424-7608

TxDMV Contact: Ashley Lopez  
 Vehicle Titles Reg Division  
 Phone: 409/895-3214  
 Email: ashley.lopez@txdmv.gov

TxDMV Contact: Suzanne Long  
 Vehicle Titles Reg Division  
 Email: Suzanne.long@TxDMV.gov  
 Phone: 940/235-4817

**Authorized Signature**

02/25/2021



Texas Department of Motor Vehicles  
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TxDMV Contact: Cynthia Cortinas  
 Email: Cynthia.cortinas@txdmv.gov  
 Phone: 361/808-3912

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Envelope #10 Non-Window, White Wove, 24#, Regular Rounded Gummed Flap 500/Box	966/31	5.0000	BOX	\$22.00000	\$110.00	03/26/2021

**Ship To:** 1P04

**Delivery Instructions:**

8550 Eastex  
 Freeway  
 Beaumont TX  
 77708  
 United States

**Schedule Total**

**ReqID:**  
 0000010147

Return Address: TxDMV LOGO  
 BEAUMONT REGIONAL SERVICE CENTER  
 8550 EASTEX FREEWAY, BEAUMONT, TEXAS 77708

Ashley Lopez  
 Vehicle Titles Reg Division  
 Phone: 409/895-3214  
 Email: ashley.lopez@txdmv.gov

**Item Total for Line # 1**

**Authorized Signature**

*[Handwritten Signature]*  
 Purchaser

02/25/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Envelope #10 Window, White Wove, 24#, Regular Rounded Gummed Flap 500/Box	966/31	5.0000	BOX	\$22.00000	\$110.00	03/26/2021
<b>Ship To:</b> 1P04		<b>Delivery Instructions:</b>					
8550 Eastex Freeway Beaumont TX 77708 United States							
						<b>Schedule Total</b>	<input type="text" value="\$110.00"/>
						<b>ReqID:</b> 0000010147	
Return Address: TxDMV LOGO BEAUMONT REGIONAL SERVICE CENTER 8550 EASTEX FREEWAY, BEAUMONT, TEXAS 77708							
Ashley Lopez Vehicle Titles Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov							
						<b>Item Total for Line # 2</b>	<input type="text" value="\$110.00"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Envelope, #10, Window, 24#, White Wove, Regular Rounded Gummed Flap, Black Ink, 500/box.	966/31	30.0000	BOX	\$22.00000	\$660.00	03/26/2021
<b>Ship To:</b> 1P25		<b>Delivery Instructions:</b>					
1601-A Southwest Parkway Wichita Falls TX 76302 United States							
						<b>Schedule Total</b>	<input type="text" value="\$660.00"/>
						<b>ReqID:</b> 0000010154	
Return address: TxDMV LOGO WICHITA FALLS REGIONAL SERVICE CENTER 1601-A SOUTHWEST PARKWAY, WICHITA FALLS, TEXAS 76302-4906							
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817							
						<b>Item Total for Line # 3</b>	<input type="text" value="\$660.00"/>

Authorized Signature

*[Handwritten Signature]*  
Purchaser

02/25/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Envelope, #10, Non-Window, 24#, White Wove, Regular Rounded Gummed Flap, Black Ink, 500/box.	966/31	20.0000	BOX	\$22.00000	\$440.00	03/26/2021
<b>Ship To:</b> 1P25		<b>Delivery Instructions:</b>					
1601-A Southwest Parkway Wichita Falls TX 76302 United States							
						<b>Schedule Total</b>	\$440.00
						<b>ReqID:</b> 0000010154	
Return address: TxDMV LOGO WICHITA FALLS REGIONAL SERVICE CENTER 1601-A SOUTHWEST PARKWAY, WICHITA FALLS, TEXAS 76302-4906							
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817							
						<b>Item Total for Line # 4</b>	\$440.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Envelope, #10, Window, 24#, White Wove, Regular Rounded Gummed Flap, Black Ink, 500/box.	966/31	10.0000	BOX	\$22.00000	\$220.00	03/26/2021
<b>Ship To:</b> 1P07		<b>Delivery Instructions:</b>					
602 N. Staples Street Corpus Christi TX 78401 United States							
						<b>Schedule Total</b>	\$220.00
						<b>ReqID:</b> 0000010191	
Return Address: TxDMV LOGO CORPUS CHRISTI REGIONAL SERVICE CENTER 602 N. STAPLES STREET, SUITE 130, CORPUS CHRISTI, TEXAS 78401							
Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912							
						<b>Item Total for Line # 5</b>	\$220.00

Authorized Signature

*[Handwritten Signature]*  
 Purchaser

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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.

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Authorized Signature

*[Handwritten Signature]*  
Purchaser

02/25/2021