



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000009403

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** E **Date:** 03/17/21 **PO Method:** SP **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: CROSSWORD TRANSLATION-WOKO ENTERPRISES
 1530 AVENUE C
 Katy TX 77493-1904
 United States

Ship To: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1760530968 5

Purchaser: Andrew Ortegon
Phone: (512) 465-4177
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Andrew.Ortegon@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Per the emailed quote from Darren Worrell on 3/17/2021

Service Period: Date of the Signed PO to 4/30/2021

Texas DMV Contact: Edward Sandoval, 512-465-4294, Edward.Sandoval@txdmv.gov

Vendor Contact: Darren Worrell, 281-391-3534, language@crosswordtranslation.com

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.

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

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>

Authorized Signature

Andrew Ortegon CTOD, CTCM

03/18/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Spanish Interpreter	961/46	4.0000	HR	\$105.00000	\$420.00	03/19/2021	
						Schedule Total	<input type="text" value="\$420.00"/>	
Contract ID: 0000009403				ReqID: 0000010231				
One spanish interpreter needed for Lemon Law Hearing Date of Service: 04/30/2021 at 9:00 am by telephone, OAH staff will initiate the call for a total of 4 hours. Case # 21-0003146 CAF - Hearing Examiner: Edward Sandoval Please contact Sue Russell office 512-465-5000, email: sue.hernandez@txdmv.gov							Item Total for Line # 1	<input type="text" value="\$420.00"/>

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

Amber Otey CTCD, CTCM

03/18/2021