



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000009421

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **Date:** 03/26/21 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: VISUAL LANGUAGE PROFESSIONALS
 957 NASA PKWY # 914
 USA
 HOUSTON TX 77058-3039
 United States

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

Vendor ID: 1275326528 4

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Samantha Lavoie
Phone:
Fax:

Bill To Fax:

Email: Samantha.Lavoie@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 Invoices@txdmv.gov. 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, whichever is later.

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

TxDMV Contact/Contract Monitor:

Sue Hernandez
 Sue.Hernandez@txdmv.gov
 (512) 465-5000

Vendor Contact:

Visual Language Professionals
 Ashley E. Pointon
 ashley@visuallanguagepro.com
 832.655.4434

Per quote dated 03/24/2021

Quantities

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 purchases 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 quantities.

The link to the TxDMV Terms and Conditions - <http://www.txdmv.gov/contractors-vendors>

One certified Spanish interpreter needed for a Lemon Law Hearing.

Date of Service: Wednesday, April 7, 2021, at 9:00 am

Authorized Signature

Samantha Lavoie

03/26/2021



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000009421

Location: Texas Workforce Solutions, 2018 North Freeway Service Road, #A, Conroe, Texas 77301
Case # 21-0002310 CAF - Hearing Examiner: Andrew Kang
Please contact Sue Russell 512-465-5000 office, email sue.hernandez@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Spanish Interpreter	961/46	4.0000	HR	\$43.75000	\$175.00	03/29/2021

Schedule Total

Contract ID:
000000112

ReqID:
0000010262

One certified Spanish interpreter needed for Lemon Law Hearing
Date of Service: Wednesday, April 7, 2021 at 9:00 am at Workforce Solutions, 2018 North Freeway Service Road, #A, Conroe, Texas 77301
Case # 21-0002310 CAF - Hearing Examiner: Andrew Kang
Please contact Sue Russell office 512-465-5000, email: sue.hernandez@txdmv.gov

Item Total for Line # 1

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

Samantha Lavoie

03/26/2021