



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21076534
 Business Unit # 60800
 Purchase Order # 0000009497

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** 0 **Date:** 04/14/21 **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: 1P25 - Wichita Falls
 1601-A Southwest Parkway
 Wichita Falls TX 76302
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Amanda Leigh Maxwell
Phone: 512/465-1226
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#: 832-S1

- 615-A1
- 645-S1
- 605-A1
- 620-A1

Vendor Contact: WorkQuest Customer Service
 Email: customerservice@workquest.com
 Phone: (512) 451-8145

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

Authorized Signature

04/14/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Tape, Transparent, Refill, 1" x 1000", Core 1", Multi-Purpose, 6/Pack Supplier Part Number: 83220112	832/20	2.0000	BOX	\$5.91000	\$11.82	04/28/2021
						Schedule Total	\$11.82
						RegID:	0000010325
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817						Item Total for Line # 1	\$11.82
2-1	Self Stick Note Pad, 3" x 3", Yellow Supplier Part Number: 61562384000	615/62	1.0000	PKG	\$9.39000	\$9.39	04/28/2021
						Schedule Total	\$9.39
						RegID:	0000010325
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817						Item Total for Line # 2	\$9.39
3-1	Self Stick Note Pad, 3" x 5", Yellow Supplier Part Number: 61562384315	615/62	1.0000	PKG	\$11.92000	\$11.92	04/28/2021
						Schedule Total	\$11.92
						RegID:	0000010325
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817						Item Total for Line # 3	\$11.92

Authorized Signature

04/14/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Paper, Bond, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks 7-39 Cases Supplier Part Number: 64521350104-2	645/21	7.0000	CS	\$47.65000	\$333.55	05/04/2021
						Schedule Total	\$333.55
						RegID:	0000010325
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817						Item Total for Line # 4	\$333.55
5-1	Scissor, Straight, 8" Length, Cut Length 3 1/4", Stainless Steel, Rubberized Grip Supplier Part Number: 60569453065	605/69	2.0000	EA	\$4.83000	\$9.66	04/28/2021
						Schedule Total	\$9.66
						RegID:	0000010325
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817						Item Total for Line # 5	\$9.66
6-1	Marker, Permanent, Fine Tip Supplier Part Number: 62090220989	620/90	1.0000	DOZ	\$7.88000	\$7.88	04/28/2021
						Schedule Total	\$7.88
						RegID:	0000010325
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817						Item Total for Line # 6	\$7.88

Total PO Amount \$384.22

Authorized Signature

04/14/2021



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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

[Handwritten Signature]
Purchaser

04/14/2021



Purchase Order

PO No. 21076534

Order Date: 4/14/2021

Internal Tracking No.: 0000009497

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

Texas Department Of Motor Vehicles - 608
1601-A SOUTHWEST PARKWAY
WICHITA FALLS TX 76302

NOTE TO CONTRACTOR:**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	83220	83220112	Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack, Freight Order Less Than \$50 Contract: 832-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/28/2021 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817	2	PKG	5.91	\$11.82



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	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: 4/28/2021 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817	1	PKG	9.39	\$9.39
3	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: 4/28/2021 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817	1	PKG	11.92	\$11.92
4	64521	64521350104-2	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11" Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 5/4/2021 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817 Manufacturer Name: Skilcraft	7	CRTN	47.65	\$333.55
5	60569	60569453065	Scissor, Straight, 8" Length, Plus Freight Order Less Than \$25 Contract: 605-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/28/2021 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817	2	EACH	4.83	\$9.66



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	62090	62090220989	Marker, Permanent, Fine Tip, Plus Freight Order Less Than \$25 Attribute 1: Black-62090220989 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/28/2021 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817	1	DOZ	7.88	\$7.88

Total \$384.22