



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21084283
 Business Unit # 60800
 Purchase Order # 0000009532

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 04/28/21 **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: 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>

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

Term Contract #: 620-A1
 615-A1
 207-A2
 645-S1
 832-S1

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

TxDMV Contact: Claudia Leal
 Executive Office
 Phone: 512/374-5396
 Email: claudia.leal1@txdmv.gov

TXDMV Contact: Virginia Pickering
 IT Services Division

Authorized Signature

04/28/2021



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Phone: 512/465-4031
 Email: virginia.pickering@txdmv.gov

TxDMV Contact: Cynthia Fagan
 Vehicle Titles Reg Division
 Email: cynthia.fagan@txdmv.gov
 Phone: 903/237-2811

TXDMV Contact: Lori G Paul
 Vehicle Titles Reg Division
 Email: lori.g.paul@txdmv.gov
 Phone: 512/465-4048

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pen, Ballpoint, Hybrid Ink, Medium Pt, Rubber Grip, Stick/Cap Color: Blue Supplier Part Number: 62080350010	620/80	2.0000	PAK	\$4.54000	\$9.08	05/12/2021

Ship To: 1P00

 4000 Jackson
 Avenue
 Austin TX 78731
 United States

Delivery Instructions:

Schedule Total

ReqID:
0000010370

Claudia Leal
 Executive Office
 Phone: 512/374-5396
 Email: claudia.leal1@txdmv.gov

Item Total for Line # 1

Authorized Signature

Handwritten signature: M. Kuehl, Purchaser

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Self Stick Note Pad 3" x 3", Yellow Supplier Part Number: 61562384000	615/62	3.0000	PKG	\$9.39000	\$28.17	05/12/2021	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$28.17	
						ReqID: 0000010376		
Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov							Item Total for Line # 2	\$28.17
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Pen Ballpoint, Medium Point, 4.5, Z Grip Max Blue Ink Supplier Part Number: 62080151541	620/80	2.0000	DOZ	\$10.60000	\$21.20	05/12/2021	
Ship To: 1P17		Delivery Instructions:						
4549 W. Loop 281 Longview TX 75604 United States								
						Schedule Total	\$21.20	
						ReqID: 0000010381		
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 3	\$21.20

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Highlighter, Pen Style, Yellow, Chisel Tip Supplier Part Number: 6209036	620/90	1.0000	PKG	\$6.14000	\$6.14	05/12/2021	
Ship To: 1P17		Delivery Instructions:						
4549 W. Loop 281 Longview TX 75604 United States								
						Schedule Total	\$6.14	
						RegID: 0000010381		
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 4	\$6.14
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	AVERY Labels, Address, #5162, 1-1/3 X 4 White, AVE5162 Supplier Part Number: 20772502652	207/72	1.0000	BOX	\$26.27000	\$26.27	05/12/2021	
Ship To: 1P17		Delivery Instructions:						
4549 W. Loop 281 Longview TX 75604 United States								
						Schedule Total	\$26.27	
						RegID: 0000010381		
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 5	\$26.27

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Paper, Bond, Recycled, White, Prem No. 4, 20 Lb, Letter Supplier Part Number: 64521411714	645/21	8.0000	CTN	\$48.25000	\$386.00	05/18/2021	
Ship To: 1P17		Delivery Instructions:						
4549 W. Loop 281 Longview TX 75604 United States								
						Schedule Total	\$386.00	
						ReqID: 0000010381		
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 6	\$386.00

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Note Pad, Self Stick, 1.5" x 2", Yellow, 12 Pads/Pkg Supplier Part Number: 61562381501	615/62	3.0000	PAK	\$4.58000	\$13.74	05/12/2021	
Post-It Notes 1-1/2 x 2 Canary Yellow 100 Sheets/Pad 12 Pads/Pack								
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$13.74	
						ReqID: 0000010397		
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048							Item Total for Line # 7	\$13.74

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack Supplier Part Number: 83220112	832/20	3.0000	PAK	\$5.91000	\$17.73	05/12/2021	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States						Schedule Total	\$17.73	
				ReqID: 0000010397				
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048							Item Total for Line # 8	\$17.73
9-1	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa Color: Blue Supplier Part Number: 62080230105	620/80	3.0000	PAK	\$6.08000	\$18.24	05/12/2021	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States						Schedule Total	\$18.24	
				ReqID: 0000010397				
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048							Item Total for Line # 9	\$18.24

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa Color: Red Supplier Part Number: 62080230105	620/80	3.0000	PAK	\$6.08000	\$18.24	05/12/2021
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$18.24
						ReqID: 0000010397	
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048						Item Total for Line # 10	\$18.24

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	Pen Ballpoint, Medium Point, 4.5", Z Grip Max Color: Black Supplier Part Number: 62080151541	620/80	3.0000	DOZ	\$10.60000	\$31.80	05/12/2021
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$31.80
						ReqID: 0000010397	
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048						Item Total for Line # 11	\$31.80

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	Pen Ballpoint, Medium Point, 4.5", Z Grip Max Color: Blue Supplier Part Number: 62080151541	620/80	3.0000	DOZ	\$10.60000	\$31.80	05/12/2021
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	<input type="text" value="\$31.80"/>
						ReqID: 0000010397	
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048						Item Total for Line # 12	<input type="text" value="\$31.80"/>

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

04/28/2021



Purchase Order

PO No. 21084283

Order Date: 4/28/2021

Internal Tracking No.: 0000009532

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

Items to be shipped to multiple addresses. See shipping details below for each line item.

NOTE TO CONTRACTOR: ***multiple ship to addresses***

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	62080	62080350010	Pen, Ballpoint, Gel Ink, Medium Point, Rubber Grip, Stick with Cap, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080350028 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Claudia Leal Executive Office Phone: 512/374-5396 Email: claudia.leal1@txdmv.gov	2	DOZ	4.54	\$9.08



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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: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov	3	PKG	9.39	\$28.17
3	62080	62080151541	Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080151541 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811 TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811	2	DOZ	10.60	\$21.20



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	62090	6209036	Highlighter, Pen Style, Yellow, Chisel Tip, 12/Pkg, Plus Freight Order Less Than \$50 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811	1	PKG	6.14	\$6.14
5	20772	20772502652	Labels, Address, Avery 5162, 1-1/3" X 4" White, 14 Labels/Sheet, 100 Sheet/Box, Freight Included Contract: 207-A2 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811 MPN: 20772502652 Manufacturer Name: WorkQuest, Inc.	1	BOX	26.27	\$26.27



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	64521	64521411714	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included. Qty Price breaks at 3, 7, 40, 41, 121, 500, and 800 cases. Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 5/18/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811 Manufacturer Name: Skilcraft	8	CRTN	48.25	\$386.00
7	61562	61562381501	Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Less Than 12 Pkg Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	3	PKG	4.58	\$13.74



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
8	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: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	3	PKG	5.91	\$17.73
9	62080	62080230105	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/ Pack, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080230204 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	3	PACK	6.08	\$18.24



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
10	62080	62080230105	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/ Pack, Plus Freight Order Less Than \$25 Attribute 1: Red-62080230303 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	3	PACK	6.08	\$18.24
11	62080	62080151541	Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25 Attribute 1: Black- 62080151020 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	3	DOZ	10.60	\$31.80



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
12	62080	62080151541	Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080151541 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/12/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048	3	DOZ	10.60	\$31.80

Total \$608.41