



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21086298
Business Unit # 60800
Purchase Order # 0000009600
Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 05/13/21 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 05/19/21

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: 1P07 - Corpus Christi Region
602 N. Staples Street
Corpus Christi TX 78401
United States

Vendor ID: 1741976051 1

Purchaser: Ricardo Montalvo Rodriguez
Phone: 512/465-4097
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Email: Ricardo.Montalvo@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN 1, Ricardo M, 05/19/2021:

Line 1 did not reference requisition# 10446, line must be cancelled.

Line 2 has been added for the same items and references requisition# 10446. This is only an administrative change to allow us to reference requisition# 10446.

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.

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

TxDmv Contact:

Cynthia Cortinas
Cynthia.Cortinas@txdmv.gov
(361) 808-3912

Vendor Contact:

Contractor: Workquest, Inc.
Contact Name: WorkQuest Customer Service
Email: customerservice@workquest.com
Phone: (512) 451-8145

Contract: 645-S1

Authorized Signature

05/19/2021

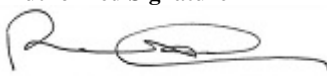


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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper bond recycled white 20lb letter; SP# 64521411718	645/21	10.0000	CTN	\$48.25000	\$0.00	CANCEL
						Schedule Total	\$0.00
						Item Total for Line # 1	\$0.00
2-1	Paper bond recycled white 20lb letter;SP#64521411718	645/21	10.0000	CTN	\$48.25000	\$482.50	05/25/2021
						Schedule Total	\$482.50
						ReqID:	0000010446
						Item Total for Line # 2	\$482.50
						Total PO Amount	\$482.50

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

05/19/2021