



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21122040
 Business Unit # 60800
 Purchase Order # 0000009846

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 07/08/21 **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.

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

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

TxDMV Contact: Karen Poff
 Email: karen.poff@txdmv.gov
 Phone: 972/478-5212

Authorized Signature

M. Naill Purchaser, CTCI

07/08/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Pencil, Mechanical, 0.7mm, Rubber Grip, Plastic Absolute III Supplier Part Number: 62060370038	620/70	2.0000	PKG	\$11.26000	\$22.52	08/09/2021	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	\$22.52	
						ReqID: 0000010566		
Suzanne Long Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817							Item Total for Line # 1	\$22.52
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Self Stick Flags, .5" x 1.7", Multi color Supplier Part Number: MMM6834	615/62	2.0000	PKG	\$3.57000	\$7.14	07/22/2021	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	\$7.14	
						ReqID: 0000010566		
Suzanne Long Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817							Item Total for Line # 2	\$7.14

Authorized Signature

M. Naill Purchaser, CTCI

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Correction Tape, Standard Tip, White, Single Line Supplier Part Number: 61529301006	615/29	50.0000	EA	\$1.77000	\$88.50	07/22/2021
Ship To: 1P08		Delivery Instructions:					
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States							
						Schedule Total	\$88.50
						ReqID: 0000010577	
Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212						Item Total for Line # 3	\$88.50
4-1	Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack Supplier Part Number: 83220112	832/20	7.0000	PKG	\$5.91000	\$41.37	07/22/2021
Ship To: 1P08		Delivery Instructions:					
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States							
						Schedule Total	\$41.37
						ReqID: 0000010577	
Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212						Item Total for Line # 4	\$41.37

Authorized Signature

M. Naill Purchaser, CTCI

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Highlighter, Retractable, Yellow Supplier Part Number: 62090388000	620/90	4.0000	DOZ	\$13.69000	\$54.76	07/22/2021
Ship To: 1P08		Delivery Instructions:					
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States							
						Schedule Total	<input type="text" value="\$54.76"/>
						ReqID: 0000010577	
Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212						Item Total for Line # 5	<input type="text" value="\$54.76"/>

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

M. Naill Purchaser, CTCI

07/08/2021



Purchase Order

PO No. 21122040

Order Date: 7/8/2021

Internal Tracking No.: 0000009846

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:**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	61593	61593421500	Self Stick Flags, .5" x 1.7", Multi color, 1 color per dispenser,35 flags/Dispenser, 4 Dispensers/Pk, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/22/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817 Manufacturer Name: 3M	2	PACK	3.57	\$7.14



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62060	62060370038	Pencil, Mechanical, 0.7mm, Rubber Grip, Plastic Barrel, Absolute III, 6/ Box, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 8/9/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817	2	BOX	11.26	\$22.52
3	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: 7/22/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 1925 E BELTLINE ROAD , SUITE 100 CARROLLTON TX 75006 Notes: TxDMV Contact: Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212	7	PKG	5.91	\$41.37
4	61529	61529301006	Correction Tape, Standard Tip, White, Single Line, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/22/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 1925 E BELTLINE ROAD , SUITE 100 CARROLLTON TX 75006 Notes: TxDMV Contact: Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212	50	EACH	1.77	\$88.50



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	62090	62090388000	Highlighter, Retractable, Yellow, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/22/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 1925 E BELTLINE ROAD , SUITE 100 CARROLLTON TX 75006 Notes: TxDMV Contact: Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212	4	DOZ	13.69	\$54.76

Total \$214.29