



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000010169

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **Date:** 09/28/21 **PO Method:** SP **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:** 512/465-4180  
**Fax:** 512/465-5641

**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.

**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>

TxDmv Contract Specialist:  
Samantha Lavoie  
Samantha.lavoie@txdmv.gov  
512-465-4199

TxDmv Contract Monitor:  
Sue Hernandez  
Sue.Hernandez@txdmv.gov  
(512) 465-5000

Vendor Contact:

**Authorized Signature**

*Samantha Lavoie*

**10/04/2021**



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000010169

Ashley Pointon  
 Manager: Strategic Partnerships  
 (832)564-0844  
 ashley@visuallanguagepro.com

Per Quote dated 9/29/21

\* Visual Language Professionals have a 24 hour cancelation policy and a 1 hour billing minimum\*\*\*

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	One Spanish Interpreter needed for Lemon Law Hearing on 10/22/21	961/17	4.0000	HR	\$55.00000	\$220.00	09/28/2021

Schedule Total

Contract ID:  
0000010169

ReqID:  
0000011062

One Spanish Interpreter needed for a Lemon Law Hearing  
 Hearing date: 10/22/2021  
 Time: 9:00 am - 1 pm  
 Hearing Location: by Microsoft Teams online meeting  
 Hearing Examiner: Edward Sandoval  
 Case: 21-001067 CAF - ANTONIO RODRIGUEZ, Complainant v. FCA US LLC, Respondent

Contact person: Sue Russell  
 sue.hernandez@txdmv.gov  
 phone: 512-465-5000

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*

10/04/2021



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