



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 22016370  
 Business Unit # 60800  
 Purchase Order # 0000010254

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 10/14/21 **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:** 1P09 - El Paso Region  
 1227 Lee Trevino, Ste. 100  
 El Paso TX 79907  
 United States

**Vendor ID:** 1741976051 1

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

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

**Bill To Fax:**

**Email:** Ricardo.Montalvo@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, whichever 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.

Contract: 615-A1, 620-A1, 832-S1

**TxDMV Contact:**

Rachel Esquivel  
 Rachel.Esquivel@txdmv.gov  
 (915) 594-6011

**Contractor: WorkQuest, Inc.**

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

**Authorized Signature**

10/14/2021



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 22016370  
Business Unit # 60800  
Purchase Order # 0000010254

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Packaging Tape 6 Pack; Freight included Supplier Part Number: 83255190002	832/55	1.0000	EA	\$12.31000	\$12.31	10/28/2021
						Schedule Total	\$12.31
						ReqID:	0000011120
						Item Total for Line # 1	\$12.31
2-1	Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Less Than 12 Pkg Supplier Part Number: 61562381501	615/62	2.0000	PAK	\$4.58000	\$9.16	10/28/2021
						Schedule Total	\$9.16
						ReqID:	0000011120
						Item Total for Line # 2	\$9.16
3-1	Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25 Supplier Part Number: 61562384000	615/62	2.0000	PAK	\$9.39000	\$18.78	10/28/2021
						Schedule Total	\$18.78
						ReqID:	0000011120
						Item Total for Line # 3	\$18.78

Authorized Signature

10/14/2021



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 22016370  
Business Unit # 60800  
Purchase Order # 0000010254

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Self Stick Note Pad, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25 Supplier Part Number: 61562384315	615/62	2.0000	PKG	\$11.92000	\$23.84	10/28/2021
						Schedule Total	\$23.84
						ReqID:	0000011120
						Item Total for Line # 4	\$23.84
5-1	Pen, Ballpoint, Hybrid Ink, Medium Point, Black ink, Rubber Grip, Stick with Cap, Plus Freight Order Less Than \$25 Supplier Part Number: 62080350010	620/80	2.0000	DOZ	\$4.54000	\$9.08	10/28/2021
						Schedule Total	\$9.08
						ReqID:	0000011120
						Item Total for Line # 5	\$9.08
6-1	Pen, Ballpoint, Hybrid Ink, Medium Point, Blue ink, Rubber Grip, Stick with Cap, Plus Freight Order Less Than \$25 Supplier Part Number: 62080350010	620/80	2.0000	DOZ	\$4.54000	\$9.08	10/28/2021
						Schedule Total	\$9.08
						ReqID:	0000011120
						Item Total for Line # 6	\$9.08

Authorized Signature

10/14/2021



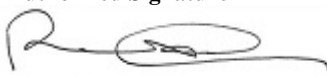
Texas Department of Motor Vehicles  
Texas SmartBuy PO # 22016370  
Business Unit # 60800  
Purchase Order # 0000010254

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Highlighter, Chisel Tip, Yellow, 100% Recycled, 12 Ea/Box, Plus Freight Order Less Than \$25 Supplier Part Number: 62090383509	620/90	1.0000	DOZ	\$9.50000	\$9.50	10/28/2021
						Schedule Total	\$9.50
						RegID:	0000011120
						Item Total for Line # 7	\$9.50

Total PO Amount \$91.75

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  
  
10/14/2021