



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000010314

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US Mail First Class **PCC:** 0 **Date:** 10/26/21 **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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 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.

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

Quantity(ies):
 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 purchase 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 quantity(ies).

Delivery:
 Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Contract: 615-A1

Workquest:
 Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

TxDMV Contract Monitor:
 Monica Hernandez
 Monica.Hernandez@txdmv.gov
 (512) 465-1261





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Stacey Cullen
 Stacey.Cullen@txdmv.gov
 (512) 465-4164

Mari Henson
 Mari.Aaron@txdmv.gov
 (512) 465-1443

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

Ship to Comments:

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Calendar, Refill, Jan to Dec, 3.5 in x 6 in Supplier Part Number: 61519700717	615/19	4.0000	EA	\$4.10000	\$16.40	11/12/2021

Schedule Total

ReqID:
0000011249

Requester:
 Dawna Rooks
 Darlene Hancock
 Monica Hernandez - 2 (Extras)

Item Total for Line # 1

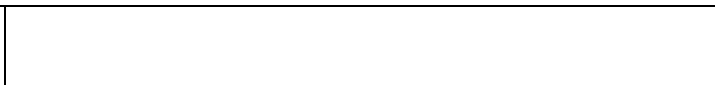
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Calendar, Wall, Monthly, 22 In x 31.25 In. Wirebound Supplier Part Number: 61519703504	615/19	12.0000	EA	\$17.79000	\$213.48	11/12/2021

Schedule Total

ReqID:
0000011249

Requester:
 Diana Herrera
 Katrice Gil
 Ebone Bennett
 Madeline Wilkerson
 Amanda Maxwell
 Eric Horn
 Ed Weissbeck
 Steve Smith
 Chris Peters
 Admin Services - 3 (Copier area, mailroom)

Item Total for Line # 2





Texas Department of Motor Vehicles
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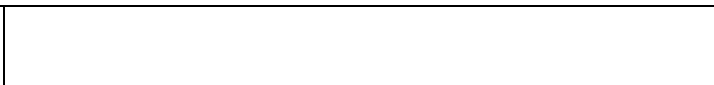
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Calendar, Monthly, Wall/Desk Vinyl Holder, 11 In x 8.5 In Supplier Part Number: 61519703502	615/19	13.0000	EA	\$11.49000	\$149.37	11/12/2021
						Schedule Total	\$149.37
						ReqID:	0000011249
Requesters: Myron Alexander Glenna Bowman Monica Hernandez - 2 (Extras) Lorraine Rios Chae Stuckey Admin Services - 7 (EAP, DR, BG, RM, Vac, Vac)							
						Item Total for Line # 3	\$149.37
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Calendar, Desk Pad, 22 x 17, 12 Months Supplier Part Number: 61519130779	615/19	11.0000	EA	\$8.49000	\$93.39	11/12/2021
						Schedule Total	\$93.39
						ReqID:	0000011249
Requesters: Regina Ygnacio Monica Hernandez - 3 (Extras) Alice Sylva Nhi Ge Keith Bailey Darlene Hancock Tina Luna Admin. Services - 2 (Fleet, Yvonne Murray)							
						Item Total for Line # 4	\$93.39





Texas Department of Motor Vehicles
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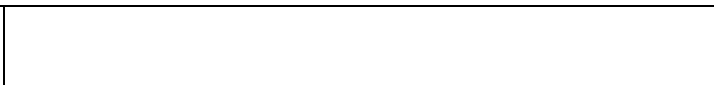
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Calendar, Monthly Planner, Black, 6.8 In x 8.75 In Supplier Part Number: 61519700279	615/19	19.0000	EA	\$13.08000	\$248.52	11/12/2021
						Schedule Total	\$248.52
						ReqID:	0000011249
Requesters: Myron Alexander Monica Hernandez - 4 (Extras) Lisa Selvera Jessica Knight Katrice Gil Brian Kline Steve Sandoval Rose Beyer Darlene Hancock Tina Luna Admin Services - 6 (DLR, FJ, NF, IMG Vac)							
						Item Total for Line # 5	\$248.52
6-1	Calendar, Wall, 1 Year Planner, Block 1 In x 1.5 In Supplier Part Number 61519703506	615/19	1.0000	EA	\$13.30000	\$13.30	11/12/2021
						Schedule Total	\$13.30
						ReqID:	0000011249
Requester: Diana Herrera							
						Item Total for Line # 6	\$13.30
7-1	Calendar, Weekly Planner, Black, 5 in x 8 in Supplier Part Number 61519700278	615/19	7.0000	EA	\$12.21000	\$85.47	11/12/2021
						Schedule Total	\$85.47
						ReqID:	0000011249
Requesters - Monica Hernandez - 4 (Extras) Laura Fowler Darlene Hancock Cindy Lane							
						Item Total for Line # 7	\$85.47





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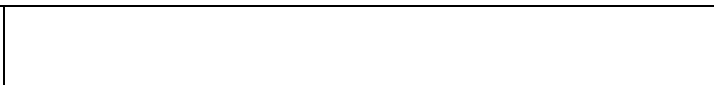
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Calendar, Wall, Jan - Dec. 24 x 37, Laminated, 2 Sides, Incl. Marker and Hangers Supplier Part Number 61519130781	615/19	5.0000	EA	\$17.50000	\$87.50	11/12/2021
						Schedule Total	\$87.50
						ReqID:	0000011249
Requesters: John Ralston Stephanie Townsend Chris Peters Darlene Hancock Admin Services (AB)						Item Total for Line # 8	\$87.50
9-1	Calendar, Refill, Jan to Dec, 3.5 in x 6 in Supplier Part Number: 61519700717	615/19	2.0000	EA	\$4.10000	\$8.20	11/30/2021
						Schedule Total	\$8.20
						ReqID:	0000011232
Requester: Stacey Cullen						Item Total for Line # 9	\$8.20
10-1	Calendar, Wall, Monthly, 22 In x 31.25 In. Wirebound Supplier Part Number: 61519703504	615/19	10.0000	EA	\$17.79000	\$177.90	11/30/2021
						Schedule Total	\$177.90
						ReqID:	0000011232
Requester: Stacey Cullen						Item Total for Line # 10	\$177.90





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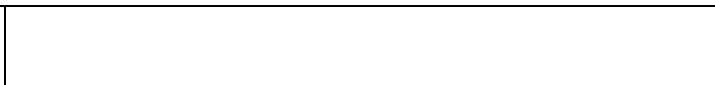
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	Calendar, Monthly, Wall/Desk Vinyl Holder, 11 In x 8.5 In Supplier Part Number: 61519703502	615/19	11.0000	EA	\$11.49000	\$126.39	11/30/2021
						Schedule Total	\$126.39
						ReqID:	0000011232
Requester: Stacey Cullen						Item Total for Line # 11	\$126.39
12-1	Calendar, Desk Pad, 22 x 17, 12 Months Supplier Part Number: 61519130779	615/19	21.0000	EA	\$8.49000	\$178.29	11/30/2021
						Schedule Total	\$178.29
						ReqID:	0000011232
Requester: Stacey Cullen						Item Total for Line # 12	\$178.29
13-1	Calendar, Monthly Planner, Black, 6.8 In x 8.75 In Supplier Part Number: 61519700279	615/19	24.0000	EA	\$13.08000	\$313.92	11/30/2021
						Schedule Total	\$313.92
						ReqID:	0000011232
Requester: Stacey Cullen						Item Total for Line # 13	\$313.92





Texas Department of Motor Vehicles
Business Unit # 60800
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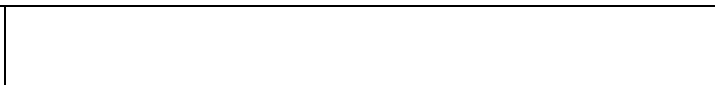
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
14-1	Calendar, Wall, 1 Year Planner, Block 1 In x 1.5 In Supplier Part Number 61519703506	615/19	1.0000	EA	\$13.30000	\$13.30	11/30/2021
						Schedule Total	\$13.30
						ReqID:	0000011232
Requester: Stacey Cullen						Item Total for Line # 14	\$13.30
15-1	Calendar, Weekly Planner, Black, 5 in x 8 in Supplier Part Number 61519700278	615/19	18.0000	EA	\$12.21000	\$219.78	11/30/2021
						Schedule Total	\$219.78
						ReqID:	0000011232
Requester: Stacey Cullen						Item Total for Line # 15	\$219.78
16-1	Calendar, Wall, Jan - Dec. 24 x 37, Laminated, 2 Sides, Incl. Marker and Hangers Supplier Part Number 61519130781	615/19	2.0000	EA	\$17.50000	\$35.00	11/30/2021
						Schedule Total	\$35.00
						ReqID:	0000011232
Requester: Stacey Cullen						Item Total for Line # 16	\$35.00





Texas Department of Motor Vehicles
Business Unit # 60800
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
17-1	Calendar, Monthly Planner, Black, 6.8 In x 8.75 In Supplier Part Number: 61519700279	615/19	1.0000	EA	\$13.08000	\$13.08	10/26/2021
						Schedule Total	\$13.08
						ReqID:	0000011238
Requester: Mari Henson SPN 61519700279						Item Total for Line # 17	\$13.08
18-1	Calendar, Weekly Planner, Black, 5 in x 8 in Supplier Part Number 61519700278	615/19	1.0000	EA	\$12.21000	\$12.21	10/26/2021
						Schedule Total	\$12.21
						ReqID:	0000011238
Requester: Mari Henson SPN 61519700278						Item Total for Line # 18	\$12.21
19-1	Calendar, Monthly, Wall/Desk Vinyl Holder, 11 In x 8.5 In Supplier Part Number: 61519703502	615/19	1.0000	EA	\$11.49000	\$11.49	10/26/2021
						Schedule Total	\$11.49
						ReqID:	0000011238
Requester: Mari Henson SPN 61519703502						Item Total for Line # 19	\$11.49





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Business Unit # 60800
Purchase Order # 0000010314

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
20-1	Calendar, Wall, Monthly, 22 In x 31.25 In. Wirebound Supplier Part Number: 61519703504	615/19	2.0000	EA	\$17.79000	\$35.58	10/26/2021
						Schedule Total	\$35.58
						ReqID:	0000011238
Requester: Mari Henson SPN 61519703504						Item Total for Line # 20	\$35.58

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
21-1	Calendar, Wall, Jan - Dec. 24 x 37, Laminated, 2 Sides, Incl. Marker and Hangers Supplier Part Number 61519130781	615/19	1.0000	EA	\$17.50000	\$17.50	10/26/2021
						Schedule Total	\$17.50
						ReqID:	0000011238
Requester: Mari Henson SPN 61519130781						Item Total for Line # 21	\$17.50

Total PO Amount \$2,070.07

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.

