| **Payment Terms:** | NET30 | **Freight Terms:** | FOB Destination | **Ship Via:** US MAIL | **PCC:** E | **Date:** 01/10/22 | **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: TIPTOP TURNKEY LLC
STE B143
12100 FORD RD
USA
FARMERS BRANCH TX 75234-7243
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1844144841 4

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 Russel
E: sue.hernandez@txdmv.gov O: 512.465.5000

Vendor Contact:
Sam Hawkins

Authorized Signature

Samantha Lavoie

01/10/2022

Texas Department of Motor Vehicles

Managing Director
TipTop Turnkey LLC
sam@tiptopturnkey.com
(469) 674-3166

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	One Spanish Interpreter for a Lemon Law Hearing on Microsoft Teams	961/46	4.0000	HR	$125.00000	$500.00	01/10/2022
	Hearing Date: 2/4/22 9am-1pm						

	Schedule Total	$500.00

Contract ID:	ReqID:
0000010634	0000011485

One Spanish Interpreter needed for a Lemon Law Hearing on Microsoft Teams
Hearing date: 02/04/2022
Time: 9 am to 1 pm
Hearing Location: Microsoft Teams Meeting
Hearing Examiner: Edward Sandoval
Case: 21-0011795 CAF - SILVIA and ZULLY FALS, Complainant v. NISSAN NORTH AMERICA, INC, Respondent

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

	Item Total for Line # 1	$500.00

	Total PO Amount	$500.00

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

Authorized Signature

Samantha Lavoie

01/10/2022

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01/10/2022