



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000010714

**Payment** NET30 **Freight** FOB **Ship Via:** NA **PCC:** E **Date:** 02/11/22 **PO Method:** SP **Dispatch:** Dispatch **Rev Dt:**  
**Terms:** **Terms:** Destination **Via Print**

**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

**Vendor ID:** 1844144841 4

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

**Bill To Fax:**

**Email:** Mandy.Maxwell@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, which-ever is later.

**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).

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:** Sam Hawkins  
 sam@tiptopturnkey.com  
 (469) 674-3166

**TxDMV Contact:** Sue Russell Hernandez  
 Office of Administrative Hearing  
 Email: sue.hernandez@txdmv.gov  
 Phone: (512) 465-5000

**Authorized Signature**

*Amanda Leigh Maxwell, CTO/COM*

02/11/2022



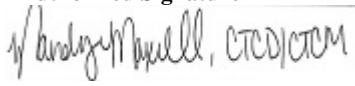
Texas Department of Motor Vehicles  
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	One Spanish Interpreter	961/46	4.0000	HR	\$125.00000	\$500.00	02/11/2022
						<b>Schedule Total</b>	<input type="text" value="\$500.00"/>
				<b>ReqID:</b>			
				0000011546			
<p>One Spanish Interpreter needed for a Lemon Law Hearing on Microsoft Teams Hearing date: 03/22/2022 Time: 9 am to 1 pm Hearing Location: Microsoft Teams Meeting Hearing Examiner: Edward Sandoval Case: 21-0015194 CAF - Silvia Rodriguez, Complainant v. General Motors LLC, Respondent</p> <p>Contact Person: Sue Russell sue.hernandez@txdmv.gov phone: 512-465-5000</p>							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$500.00"/>

**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**  
  
**02/11/2022**