



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000010867

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 04/01/22 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:**
Terms: **Terms:** Destination **Via Email**

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: 1P13 - Fort Worth Region
 2425 Gravel Dr.
 Fort Worth TX 76118
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Thomas Lou Dovic St Julien
Phone: 512/465-4097
Fax: 512/465-5641

Bill To Fax:

Email: thomas.stjulien@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.

Special Payment Notes (Advance Payment, Payment Type, etc.)

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. Enter any other special delivery requirements.

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

TxDmv Contract Monitor:

Desiree Ewing
 Desiree.Ewing@txdmv.gov
 (817) 285-1517

Vendor Contact:

Authorized Signature

04/01/2022



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000010867

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

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-----------|---|-------------|-----------|------|-------------|---------------|------------|
| 1-1 | Point Size: Medium Ink Color: Blue Commodity Code: 62080058001 Item Detail: Pen, Ball Point, Retractable, Bio-Based, Bio- Degradable, 12 Ea/Box, Plus Freight Order Less Than \$25 | 620/80 | 12.0000 | BOX | \$8.53000 | \$102.36 | 04/18/2022 |

Schedule Total

ReqID:
0000011704

Item Total for Line # 1

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-----------|--|-------------|-----------|------|-------------|---------------|------------|
| 2-1 | Point Size: Medium Ink Color: Black Commodity Code: 62080058001 Item Detail: Pen, Ball Point, Retractable, Bio-Based, Bio- Degradable, 12 Ea/Box, Plus Freight Order Less Than \$25 | 620/80 | 12.0000 | BOX | \$8.53000 | \$102.36 | 04/18/2022 |

Schedule Total

ReqID:
0000011704

Requester Desiree Ewing

Item Total for Line # 2

Authorized Signature

04/01/2022



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000010867

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-------------------------|--|-------------|-----------|------|-------------|-------------------------|------------|
| 3-1 | Commodity Code: 61562383601 Item Detail: Self Stick Note Pad, 3" x 3", Neon, 100 Sheets/Pad, 6 Pads/Pk, Plus Freight Order Less Than \$25 | 615/62 | 6.0000 | PKG | \$7.67000 | \$46.02 | 04/18/2022 |
| | | | | | | Schedule Total | \$46.02 |
| | | | | | | ReqID: | 0000011704 |
| Requester Desiree Ewing | | | | | | Item Total for Line # 3 | \$46.02 |
| 4-1 | Commodity Code: 61562385601 Item Detail: Self Stick Note Pad, 4" x 6", Neon, Lined,100 Sheets/Pad, 6 Pads/Pk, Plus Freight Order Less Than \$25 | 615/62 | 6.0000 | PKG | \$10.25000 | \$61.50 | 04/18/2022 |
| | | | | | | Schedule Total | \$61.50 |
| | | | | | | ReqID: | 0000011704 |
| Requester Desiree Ewing | | | | | | Item Total for Line # 4 | \$61.50 |
| 5-1 | Commodity Code: 62090680208 Item Detail: Highlighter, Blister Pack, 4: Yellow, Pink, Orange, Green, Plus Freight Order Less Than \$25 | 620/90 | 10.0000 | PAK | \$4.80000 | \$48.00 | 04/18/2022 |
| | | | | | | Schedule Total | \$48.00 |
| | | | | | | ReqID: | 0000011704 |
| Requester Desiree Ewing | | | | | | Item Total for Line # 5 | \$48.00 |

Authorized Signature

04/01/2022



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000010867

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-------------------------|--|-------------|-----------|------|-------------|-------------------------|------------|
| 6-1 | Commodity Code: 61529301006 Item Detail: Correction Tape, Standard Tip, White, Single Line, Plus Freight Order Less Than \$25 | 615/29 | 20.0000 | EA | \$1.77000 | \$35.40 | 04/18/2022 |
| | | | | | | Schedule Total | \$35.40 |
| | | | | | | ReqID: | 0000011704 |
| Requester Desiree Ewing | | | | | | Item Total for Line # 6 | \$35.40 |

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-------------------------|---|-------------|-----------|------|-------------|-------------------------|------------|
| 7-1 | Commodity Code: 62010452001 Item Detail: Cushion, Foam Rubber for Pens and Pencils, 5/Pkg, Plus Freight Order Less Than \$25 | 620/60 | 10.0000 | PKG | \$0.81000 | \$8.10 | 04/18/2022 |
| | | | | | | Schedule Total | \$8.10 |
| | | | | | | ReqID: | 0000011704 |
| Requester Desiree Ewing | | | | | | Item Total for Line # 7 | \$8.10 |

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-------------------------|--|-------------|-----------|------|-------------|-------------------------|------------|
| 8-1 | Commodity Code: 31006433576 Item Detail: Button & String Inter-Departmental Envelopes 10 X 13 Yellow 100/Carton , Freight included. | 310/06 | 1.0000 | CTN | \$59.44000 | \$59.44 | 04/18/2022 |
| | | | | | | Schedule Total | \$59.44 |
| | | | | | | ReqID: | 0000011704 |
| Requester Desiree Ewing | | | | | | Item Total for Line # 8 | \$59.44 |

Total PO Amount \$463.18

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.

Authorized Signature

04/01/2022



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000010867

Page: 5 of 5

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

Authorized Signature

A handwritten signature in black ink, appearing to be "J. D. [unclear]".

04/01/2022