



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013063

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **PO Date:** 08/07/2023 **PO End Date:** 08/17/2023 **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: MAGNA LEGAL SERVICE
 SEE FILE #530252
 1635 MARKET ST
 USA
 PHILADELPHIA PA 19103-2217
 United States

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

Ship To Attention: Jennifer L Whittaker
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1208474245 6 *00

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@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.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

Pricing estimated based on Vendor Price Sheet.

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

TxDMV Contact:
 Tameka McDade

Authorized Signature

08/07/2023



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tameka.mcdade@txdmv.gov
 (512) 465-4208

TxDMV Contract Monitor:
 Jennifer Whittaker
 jennifer.whittaker@txdmv.gov
 (512) 465-1386

Vendor Contact:
 Candace Winkler
 CWinkler@MagnaLS.com
 (210) 823-6809

Alternate Vendor Contact:
 Customer Service
 customerservice@magnals.com
 (86) 624-6221

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Transcription Services for SOAH Hearing	30901	961/72	1500.0000	UNT	\$1.00000	\$1,500.00	08/16/2023
							Schedule Total	\$1,500.00
Contract ID: 0000013063					ReqID: 0000013779			
Date: August 16, 2023 through August 17, 2023								
Time: 9:00AM - 5:00PM CST								
Docket No. 608-23-07191.ENF								
Scheduling Information Job # 1012770 and Job # 1012772								
							Item Total for Line # 1	\$1,500.00

Total PO Amount **\$1,500.00**

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.

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

Authorized Signature

Matthew Windham

08/07/2023