



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000016628

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**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** A    **PO Date:** 09/01/2025    **PO End Date:** 08/31/2026    **PO Method:** AT    **Dispatch:** Dispatch Via Print    **Rev Dt:**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** PITNEY BOWES GLOBAL FINANCIAL SERVICES L  
PO BOX 371887  
PITTSBURGH PA 152507887  
**United States**

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

**Vendor ID:** 1201344287 1 004

**Purchaser:** Maxwell Alexander Brown  
**Phone:** 512/465-4000  
**Fax:** 512/465-5641

**Ship To Attention:** Timothy C Baylor

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

**Email:** maxwell.brown@txdmv.gov

**Bill To Fax:**

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

This procurement is governed by the terms and conditions in CPA Contract Number 985-C1

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.

**Purchase Order Term Date(s):**

Months 1-10: 11/01/2024 through 08/31/2025 PO 60800 0000015243  
Months 11-22: 09/01/2025 through 08/31/2026 PO 60800 0000016628  
Months 23-34: 09/01/2026 through 08/31/2027  
Months 35-46: 09/01/2027 through 08/31/2028  
Months 47-48: 09/01/2028 through 10/31/2028

**Term:** 09/01/2025 through 08/31/2026

**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

**Authorized Signature**

Maxwell Brown

08/29/2025



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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 current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. These documents can be found at: <http://www.txdmv.gov/contractors-vendors>. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

TxDMV Contract Monitor:  
Timothy Baylor  
timothy.baylor@txdmv.gov  
(512) 465-3335

Vendor Contact:  
Contact Name: Francie Coffey  
Email: francie.coffey@pb.com  
Phone: (213) 256-1917  
Address: 3001 Summer St Stamford, CT 06926  
Contact Name: Derek Allen  
Email: derek.allen@pb.com  
Phone: (936) 371-5855

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pitney Shipping 360 Online (aka Pitney Ship Pro/SendPro 360 / Sendpro Enterprise) - 48 Month Service	31102	600/00	10100.000 0	EA	\$1.00000	\$10,100.00	09/01/2025

Schedule Total \$10,100.00

**Contract ID:**  
0000015243

**ReqID:**  
0000017150

Pitney Shipping 360 Online (aka Pitney Ship Pro/SendPro 360 / Sendpro Enterprise) - 48 Month Service

Including (but not limited to) the following items:

PitneyShip Pro  
Unlimited Users  
Unlimited Locations  
USPS (Stamps IMPB labels) (2,500 Monthly Transactions)  
Pitney Analytics (5,000 Monthly Transactions)  
Electronic Certified Return Receipt  
PB Partner Rates (Discounted UPS USPS)  
1 Label Printer  
1 100lb Scale  
Configuration / Installation / Training / Deployment

Cost: \$1.00  
Quantity: 10,100.00 / YEAR

Item Total for Line # 1 \$10,100.00

Total PO Amount \$10,100.00

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>

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