



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 23077030  
 Business Unit # 60800  
 Purchase Order # 0000012214

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 01/12/2023    **PO End Date:** 01/31/2023    **PO Method:** DG    **Dispatch:** Dispatch Via Email    **Rev Dt:**

**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:** See Detail Below

**Vendor ID:** 1741976051 1

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

**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.

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

Contract #: 645-S1  
 615-S1  
 615-S2

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

TxDMV Contact: Monica Hernandez  
 Email: Monica.Hernandez@TxDMV.gov  
 Phone: 512-465-1261

TxDMV Contact: Angela Gonzalez

**Authorized Signature**

**01/12/2023**



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Phone: 512/465-4229  
 Email: Angela.Gonzalez@TxDMV.gov

TxDMV Contact: Ariana Rosa  
 Phone: 956/784-6712  
 Email: ariana.rosa@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper, Bond, White, Prem No. 4, 20 Lb, Letter, Qty Price Breaks, Zones 1,2,3 Supplier Part Number: 64521350104-1	645/21	14.0000	CTN	\$60.91000	\$852.74	01/12/2023
<b>Ship To:</b> 1P21		<b>Delivery Instructions:</b>					
600 West Expressway 83 Pharr TX 78577 United States							
						<b>Schedule Total</b>	\$852.74
						<b>ReqID:</b> 0000012922	
Ariana Rosa Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov						<b>Item Total for Line # 1</b>	\$852.74

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	INSIDE DELIVERY CHARGE OF PAPER	962/86	1.0000	EA	\$45.00000	\$45.00	01/12/2023
<b>Ship To:</b> 1P21		<b>Delivery Instructions:</b>					
600 West Expressway 83 Pharr TX 78577 United States							
						<b>Schedule Total</b>	\$45.00
						<b>ReqID:</b> 0000012922	
						<b>Item Total for Line # 2</b>	\$45.00

Authorized Signature  
  
 01/12/2023



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Chair Mat 46" x 60", No Lip, Cleared for Carpet. Supplier Part Number: 61523160341	615/23	2.0000	EA	\$67.80000	\$135.60	01/24/2023
<b>Ship To:</b> 1P12		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$135.60
						<b>ReqID:</b> 0000012939	
Monica Hernandez FAS Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						<b>Item Total for Line # 3</b>	\$135.60

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Box, Archive Storage, Removable Lid, Letter/Legal, Recycled	615/37	2.0000	EA	\$82.00000	\$164.00	01/31/2023
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$164.00
						<b>ReqID:</b> 0000012941	
Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 4</b>	\$164.00

**Total PO Amount** \$1,197.34

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

*Handwritten Signature*

01/12/2023