



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000001928**  
**Purchase Order Change Notice (# 2)**

Page: 1 of 3

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **11/18/15** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **07/06/16**

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

**Vendor:** LISTO TRANSLATING SERVICES & MORE LLC  
22215 MERABROOK DR  
USA  
KATY TX 77450-7676  
United States

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

**Vendor ID:** 1320384945 3

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

**Purchaser:** Rhonda Lee Gips  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Rhonda.Gips@txdmv.gov

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

**PO Information:**

**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).

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.

This purchase order may be renewed for one (1) additional one (1) year period; with the same Terms and Conditions, as long as a need exists, and both parties agree.

TxDMV Contact: Mari Henson - 512-465-1443 or Mari.Aaron@TxDMV.gov

Vendor Contact: Roxana Heredia - 832-592-9264 or Roxana@listotranslating.com

POCN 1 - 5/17/16

Added Line 2 for additional translation services for two documents. rg

POCN 2 - 7/6/16

Added Line 3 to exercise renewal option one (1). rg

**Authorized Signature**

*Rhonda Gips, CFM*

**07/06/2016**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Translation Services - Text - English to Spanish - (On an As-Needed Basis)  Pricing - \$0.11 per word  Service Period: 11/18/15 - 8/31/16	961/75	100000.0000	EA	\$0.01	\$1,000.00	11/30/2015
						<b>Schedule Total</b>	<b>\$1,000.00</b>
<u>Contract ID:</u> 0000001928				<u>ReqID:</u> 0000002001			
*** Not to Exceed \$1,000 ***						<b>Item Total for Line # 1</b>	<b>\$1,000.00</b>
2- 1	Translation Services - Text - English to Spanish of two attached documents  Pricing - \$0.11 per word	961/75	30000.0000	WK	\$0.01	\$300.00	05/30/2016
						<b>Schedule Total</b>	<b>\$300.00</b>
<u>Contract ID:</u> 0000001928				<u>ReqID:</u> 0000002891			
Not to exceed \$300.00; unless a POCN is issued by TxDMV Purchasing Office.						<b>Item Total for Line # 2</b>	<b>\$300.00</b>
3- 1	Translation Services - Text - English to Spanish - (On an As-Needed Basis)  Pricing - \$0.11 per word  Service Period: 9/01/16 - 8/31/17	961/75	110000.0000	UNT	\$0.01	\$1,100.00	09/01/2016
						<b>Schedule Total</b>	<b>\$1,100.00</b>
<u>Contract ID:</u> 0000001928				<u>ReqID:</u> 0000003031			
						<b>Item Total for Line # 3</b>	<b>\$1,100.00</b>

Authorized Signature

Rhonda Gips, CTM

**07/06/2016**



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**Total PO Amount** \$2,400.00

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**

*Rhonda Gips, CTM*

**07/06/2016**