



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000002279
CHANGE ORDER - REPRINT

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **03/03/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **03/08/16**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: CROSSWORD TRANSLATION-WOKO ENTERPRISES
1530 AVENUE C
Katy TX 77493-1904
United States

Ship To: SEEBELOW
See Below for Delivery Information
TX
United States

Vendor ID: 1760530968

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

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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.

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).

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.

TxDMV Contact: Brandy Garcia - 512-465-5000 or Brandy.Garcia@TxDMV.gov

Vendor Contact: Darren Worrell - 281-391-3534 or language@crosswordtranslation.com

POCN 1 - 3/08/2016

POCN issued to cancel Purchase Order; interpreter services are no longer required for this date. rg

Authorized Signature

Rhonda Gips, CFM

03/08/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Spanish to English Interpreter Services - El Paso (Giron)	961/46	500.0000	EA	1.00000	0.00	CANCEL
Mar. 17, 2016 @ 1:00 pm							
Location: Texas Department of Transportation District Office 13301 Gateway West El Paso, TX 79928-5410							
Not to exceed \$500.00							
						Schedule Total	0.00
ReqID: 0000002488							
Quoted Price: \$125.00 per hour with a two (2) hour minimum (plus parking, if applicable). STRICT 24 HOUR CANCELLATION POLICY: Any change or cancellation received less than 24 hours (business day) prior to date and time of job will incur a two (2) hour minimum charge, at the rate stated above, as a late cancellation fee. (Please see Order No. 2 attached; issued by the Hearings Examiner, Edward Sandoval, cell number 512-701-0448, for more information.)							
						Item Total for Line # 1	0.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to Shipment.

Terms and Conditions:

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

Authorized Signature

Rhonda Gips, CFM

03/08/2016