



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002502

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **C** Date: **04/25/16** 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: COMPLETE BOOK & MEDIA SUPPLY INC
1200 TORO GRANDE DR STE 200
CEDAR PARK TX 786137822
United States

Ship To: 1P03 - Austin Region
1001 E. Parmer Lane, Ste. A
Austin TX 78753
United States

Vendor ID: 1742852244 9

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Douglas A Leach
Phone: 512/465-4180
Fax: 512/465-5641
Email: Douglas.Leach@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 procurement is governed by the terms and conditions in State of Texas Term Contract 715-M2".

Reference Complete Book Media Supply Quotation 2137442 dated 04/20/2016.

Agency Contact: Juan Lombrana
(512) 719-6915
Juan.Lombrana@TxDMV.gov

Authorized Signature

04/25/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002502

Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Texas Criminal and Traffic Law Manual, 2015-2016 Edition Print Book (Softcover) ISBN: 9781632830722	715/46	1.0000	EA	\$36.28	\$36.28	05/02/2016
						Schedule Total	\$36.28
						<u>ReqID:</u> 0000002705	
						Item Total for Line # 1	\$36.28
2- 1	2016 NADA Title & Registration Textbook	715/46	1.0000	EA	\$221.95	\$221.95	05/02/2016
						Schedule Total	\$221.95
						<u>ReqID:</u> 0000002705	
						Item Total for Line # 2	\$221.95
						Total PO Amount	\$258.23

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

04/25/2016