



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002588**

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **US Mail** PCC: **E** Date: **05/16/16** 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:** FRED PRYOR SEMINARS  
DBA FRED PRYOR SEMINARS/CAREERTRACK  
PO BOX 219468  
KANSAS CITY MO 641219468  
**United States**

**Ship To:** IP00 - TxDMV Warehouse  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1431830400 4

**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:**

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.

TxDMV Contact: Virginia Pickering - 512-465-4031 or Virginia.Pickering@TxDMV.gov

Vendor Contact: ph: 1-800-556-3012 fax: 913-967-8849

**Authorized Signature**

*Rhonda Gips, CFM*

**05/16/2016**



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
1- 1	Webinar CD-ROM: Bad E-mail Habits: What Message Are You Sending? - Item # EML02209DR	715/90	1.0000	EA	\$199.00	\$199.00	06/16/2016	
						<b>Schedule Total</b>	<input type="text" value="\$199.00"/>	
				ReqID: 0000002881				
Note: Most orders will ship 1-3 business days after payment is processed. Some orders may take up to 5 business days to ship.							<b>Item Total for Line # 1</b>	<input type="text" value="\$199.00"/>

**Total PO Amount**

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 Kipsz, CTM*  
**05/16/2016**

# Seminar Registration/Product Order Form

■ Website: **www.pryor.com** ■ Call: **1-800-556-3012** ■ Fax: **913-967-8849**  
 ■ Mail to: **Fred Pryor Seminars, P.O. Box 219468, Kansas City, MO 64121-9468**

ID#  
915074

**1 Very Important!** *(Please print clearly.)*  
**From the Back Cover of this Catalog** — Fill in your VIP# as it appears on the address label area — even if the catalog was addressed to someone else.

VIP# \_\_\_\_\_

**2 About My Organization** *(Address and phone information is required to process all enrollments and orders.)*

Approving Manager's Name:  Mr.  Ms. \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 Products Ordered By:  Mr.  Ms. Virginia Pickering  
 Job Title: Office Technician Email: Virginia.Pickering@TxDMV.gov  
 Organization: Texas Department of Motor Vehicles  
 Address: 4000 Jackson Ave  
 City: Austin State: TX ZIP: 78731  
 Daytime Phone: ( ) 512-465-4031 Ext: \_\_\_\_\_ Daytime Fax: ( ) \_\_\_\_\_

*\*Product Orders: We are unable to deliver to P.O. Boxes for rush orders.*

**3 We Will Be Attending These Seminars**

Name:  Mr.  Ms. \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 Seminar Title: \_\_\_\_\_  
 Event #: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_  
 Name:  Mr.  Ms. \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 Seminar Title: \_\_\_\_\_  
 Event #: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

*Please list additional names on a separate sheet.*

**QUICK CONFIRMATION!** Please email or fax my confirmation to me within 48 hours.  
 My email address or fax number is: \_\_\_\_\_

Subtotal:	
Add Applicable Taxes:	• Hawaii 4.16% • South Dakota 6% • West Virginia 6%
<b>SEMINAR TOTAL:</b>	

**4 We Are Ordering These Products/Audio Conferences/Webinars** *(Email address required for Audio Conference/Webinar registration)*

Qty.	Title	Product Code	Unit Price	Total
1	Webinar CD-ROM Bad E-mail Habits	EML02209DR	\$199.00	\$199.00

*Please list additional products on a separate sheet*

Check one:  **Best Way shipping\*** We choose the most cost-effective shipping method. Shipping generally takes 7-10 business days.  
 **Express shipping\*** Shipping generally takes 2-3 business days. Must ship to a street address (no P.O. Boxes).  
 Tax-Exempt Number 300573457  
*You must attach a copy of your Tax-Exempt Certificate for payment processing.*

Subtotal:	\$199.00
Shipping/Handling: See page 58	
Merchandise Sales Tax: See page 58	
<b>PRODUCT TOTAL:</b>	\$199.00

**TOTAL AMOUNT DUE:** *Add Seminar Total and Product Total together* \$199.00

**5 Method of Payment** Our federal ID# is 43-1830400 (FEIN). Payment is due before the program. *(Please check one of the following.)*

Is your purchase today a  personal or  corporate expense?  
 Check/Money Order # \_\_\_\_\_ payable to Fred Pryor Seminars  Purchase Order # 60800 0000002588  
 Please bill my organization *(For seminar attendance only)* Attn: \_\_\_\_\_  
 Charge to credit card:  AmEx (15 digits)  Discover (16 digits)  MasterCard (16 digits)  VISA (13 or 16 digits)  
 Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Card Holder: \_\_\_\_\_

*Allow 2-4 weeks for delivery. NOTE: If you've already registered for a seminar by phone, by fax or online, please do not return this form.*

# Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency <b>Texas Department of Motor Vehicles</b>	
Address (Street & number, P.O. Box or Route number) <b>4000 Jackson Ave</b>	Phone (Area code and number) <b>512-465-4199</b>
City, State, ZIP code <b>Austin, TX 78731</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: **Fred Pryor Seminars**

Street address: **PO Box 219468** City, State, ZIP code: **Kansas City, MO 64121-9468**

Description of items to be purchased or on the attached order or invoice:

**Training CD-ROM**

Purchaser claims this exemption for the following reason:

**State of Texas Government Agency 300573457**

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

sign here ▶	Purchaser	Title	Date
	<i>Rhonda Gips</i>	Purchaser	5/16/16

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.  
Do not send the completed certificate to the Comptroller of Public Accounts.**