



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003335**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **11/21/16** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

**Vendor:** NEW HORIZONS COMPUTER LEARNING CENTER OF  
 STE 320  
 300 E HIGHLAND MALL BLVD  
 AUSTIN TX 787523746  
**United States**

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

**Vendor ID:** 1200839056 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:**

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.

**Cancelling or Rescheduling Policy:**

When cancelling or rescheduling classes on New Horizons' public schedule, notify New Horizons as soon as possible at 512-349-9555 or via email: sales.austin@newhorizons.com.

Notification of cancellation or rescheduling must be provided to New Horizons within 10 business days prior to class. When cancelled or rescheduled in 10 business days or less, 100% of the class price is due. If a pre-paid training account is utilized the price of the class is deducted from the account.

**No-Show Policy:**

At times students do not show up for classes. The company will be charged in-full for the class when this occurs. If a pre-paid training account is available to be utilized, the price of the class is deducted from the account.

In the event of a no-show we do offer free-retakes for most of our classes. Talk to your account executive to see which classes are excluded. Additional fees may be assessed for labs.

**Refund Policy:**

All sales are final. If you received a discount during a promotion and a portion of the agreement is cancelled, then the remainder of the agreement will default to retail prices and billed accordingly.

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

**Authorized Signature**

*Rhonda Gips, CFM*

**11/21/2016**



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TxDMV Contact:  
Jason Erickson - 512-465-1237 or Jason.Erickson@TxDMV.gov

Vendor Contact:  
Chuck Weisbrich - 512-349-9555 x2449 or Chuck.Weisbrich@nhcomputerlearning.com

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	TRAINING - Excel 2013: Part 2 300 E Highland Mall Blvd. Ste. 100 Austin, TX Nov. 28, 2016 8:00 am - 4:00 pm Attendee: Jason Erickson	924/40	1.0000	EA	\$135.00	\$135.00	11/28/2016
						<b>Schedule Total</b>	<input type="text" value="\$135.00"/>
				<u>ReqID:</u> 0000003838			
						<b>Item Total for Line # 1</b>	<input type="text" value="\$135.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$135.00"/>

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.

Authorized Signature

*Rhonda Lips, CFM*

**11/21/2016**