



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003404

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US Mail** PCC: **E** Date: **12/14/16** 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: UNITED STATES POSTAL SERVICES
AMARILLO FINANCE WINDOW
5000 S WESTERN ST
AMARILLO TX 791099998
United States

Ship To: 1P02 - Amarillo Region
5715 I-27
Amarillo TX 79110
United States

Vendor ID: 1410760000 0

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Paula A Ramsey
Phone: 512/465-4193
Fax: 512/465-5641
Email: Paula.Ramsey@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, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

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

Authorized Signature

Paula Ramsey, CTM, CTM

12/14/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003404

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Annual renewal of Post Office Box #20326, Amarillo, TX, 79114, for Amarillo Regional Service Center January 1, 2017 - December 31, 2017	985/60	1.0000	YR	\$82.00	\$82.00	12/31/2016
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Schedule Total

Contract ID:
POB20326

ReqID:
0000003930

Payee: Postmaster, 5000 S Western St, Amarillo, TX 79114-9998

Please send check to: Patty Combs, Texas Department of Motor Vehicles, Vehicle Titles and Registration, P O Box 20326, Amarillo, TX 79114.

Item Total for Line # 1

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.

Authorized Signature

Paula Ramsey, CTM, CTPM

12/14/2016

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 9998

POSTAGE WILL BE PAID BY ADDRESSEE

PO BOX FEE PAYMENT

POSTMASTER **USPS - LONESTAR STATION**

5000 S. WESTERN ST

AMARILLO, TX 79114-9998

Print
Post Office
Address Here

If Undeliverable as Addressed,
Return to Local Postmaster



Your PO Box fee is due by the LAST DAY OF THIS MONTH.

Your PO Box will be closed if the fee is not paid by the due date. If the fee is not paid within 10 days after the due date, a late payment charge will apply. You may make payment by any of the convenient options noted on the inside top portion of this envelope.

☒ Annual
☐ Semiannual

\$ 82.00
Amount

Make checks or money orders payable to "U.S. Postal Service." If the bank returns your check, or if payment is not received by the due date, your PO Box service will be suspended until all associated charges are paid.

Please disregard this notice if payment has been made.

Thank you.

Post Office Box Service Fee Due

Box #20326
TEXAS DEPARTMENT OF MOTOR
6 Months: \$41.00 12 Months: \$82.00
Due Date: 12/31/2016
79114

Dear Customer:

You may make payment by any of the following convenient options:

- By credit card at www.usps.com/poboxes. While online, you can sign up for automatic renewals and avoid late payment charges.
- By debit or credit card at an Automated Postal Center® (APC®) in select Post Offices™.
- By check or money order through the mail, using this envelope. Do not send cash by mail. Make your check or money order payable to "U.S. Postal Service." Please write your PO Box number on the check or money order. You will receive a receipt in your PO Box.
- By cash, check, money order, or debit or credit card at a Post Office retail counter.

Thank you.

Has your information* changed?

☐ Yes

☐ No

*Relevant information is your physical address, telephone number, e-mail address, or PO Box use.

PO Box customers are required to promptly update any changes to the original PS Form 1093, *Application for Post Office Box Service*. If any information on your application has changed, please provide updated information below — but please leave blank any item that has not changed.

Name _____ PO Box Number _____

Physical Address _____

City, State, ZIP Code™ _____

Telephone Number (include area code) _____

E-mail Address _____

Change to PO Box Use: ☐ Business Use ☐ Residential Use