



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003446**  
**Purchase Order Change Notice (# 1)**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **I** Date: **12/23/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **01/06/17**

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

**Vendor:** FLORES AND ASSOCIATES  
7801 N LAMAR BLVD STE C71  
AUSTIN TX 787521035  
United States

**Ship To:** 1P20 - Motor Carrier  
4203 Bull Creek  
Austin TX 78731  
United States

**Vendor ID:** 1020681547 3

**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:**

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 DIR Contract Number DIR-SDD-2101".

Reference Flores and Associates Estimate # 1240 dated 12/21/2016

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

TxDMV Contact: Debbie Fromme  
(512) 465-3739  
Debbie.Fromme@TxDMV.gov

Printer Location: Texas Department of Motor Vehicles  
4203 Bull Creek Bldg. 22  
Austin, TX 78731

POCN1 by Douglas Leach on 01/06/2017

**Authorized Signature**

*D. Leach*, LTPM

**01/06/2017**



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Updated ship to address  
From: TxDMV Warehouse  
4000 Jackson Avenue  
Austin, TX 78731

To: TxDMV Motor Carrier  
4203 Bull Creek  
Austin, TX 78731

Added term duration to Line 1.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	<b>DIR Contract Labor - Next Day Call (DIR-SDD-2101) CP5525 HP Color Copier Cleaning /Diagnostic/Maintenance Service to be completed prior to 08/31/2017</b>	939/21	1.0000	EA	\$62.00000	\$62.00	01/03/2017
						<b>Schedule Total</b>	<input type="text" value="\$62.00"/>
				<u>Contract ID:</u> 0000003446	<u>ReqID:</u> 0000004002		
						<b>Item Total for Line # 1</b>	<input type="text" value="\$62.00"/>

**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.

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**Authorized Signature**

*[Signature]* LTPM

01/06/2017