



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 20-0000807

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: Q Date: **09/09/19** 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: SUPPLEMENTAL LEARNING SERVICES LLC
 DBA SYLVAN LEARNING CENTER
 9119 HIGHWAY 6 STE 240
 MISSOURI CITY TX 77459-4876
United States

Ship To: Texas Workforce Commission
 4405 SPRINGDALE RD
 RM 506T
 AUSTIN TX 78723
 United States

Vendor ID: 1263496807

Purchaser: Cynthia Alvarado
Phone: 512 4632319
Fax: 512 475 3502
Email: cynthia.alvarado@twc.state.tx.us

Bill To: APPO@twc.state.tx.us or

 Texas Workforce Commission
 101 E 15TH ST
 RM 446
 AUSTIN TX 78778-0001
 United States

TWC Prefers Electronic Submission

PO Information:

 Delegated Purchase \$5000 TO \$25,000

 Professional Reader Services
 Employee - Angela Braden

 TWC Point of contact: Angelica Ancira (512) 936-3702

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Professional Reader Services- September	961/02	1.0000	LOT	\$2,000.00000	\$2,000.00	09/09/2019
						Schedule Total	\$2,000.00
						ReqID: 0000023600	
						Item Total for Line # 1	\$2,000.00

Authorized Signature

09/09/2019



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 20-0000807

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Professional Reader Services- Oct-August	961/02	1.0000	LOT	\$5,000.00000	\$5,000.00	10/01/2019
						Schedule Total	\$5,000.00
						ReqID: 0000023600	
						Item Total for Line # 2	\$5,000.00
						Total PO Amount	\$7,000.00

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.

IMPORTANT CONDITIONS OF ORDER
This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.
* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.
* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.
* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.
Tax Exempt ID -742764775.
STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

09/09/2019