Payment Terms:	Freight Terms:	Ship Via:	PCC:	PO Date:	PO End Date:	PO Method:	Dispatch:	Rev Dt:
N/A	N/A	N/A	A	11/30/2023		DG	Dispatch Via Print	

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

Vendor: STAPLES PRINT SOLUTIONS
STAPLES CONTRACT & COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
DALLAS TX 75266-0409
United States

Ship To: 2221-1053
110 W RANDOL MILL RD
STE 110
ARLINGTON TX 76011
United States

Ship To Attention: Joseph F Coleman
Bill To: 101 E 15TH ST
RM 470
AUSTIN TX 78778-0001
United States

Vendor ID: 1043390816   027

Purchaser: MaryLou Ochoa
Phone:
Fax: 512/936-3299

Email: marylou.ochoa@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:
DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24047075 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 11/30/2023) - FOR PAYMENT PROCESSING PURPOSES ONLY
Purchase Order issue in accordance to Term contracts: 34 TX Admin. Code 20.220

TERM Contract 615-C1
Contract start date: 08/31/2023
Contract end date: 12/31/2024

Delivery Terms: 3 Days ARO

TWC POC:
Name: Sue Watie
Phone: 817-759-3563
Email: sue.watie@twc.texas.gov

Vendor Contact
Name
Phone: 800-540-2765
Email: support_we@staples.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF or Word Documents only are accepted. All Invoices must include reference to TWC Internal PO.
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 will be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Procurement Contract Services.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

11/30/2023

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item # 650853 - Pendaflex Kraft Fastener Folders, 2 Fasteners, 1/3 Cut Tabs, Letter,50/Box (PFXFK212)	13060	615/45	3.0000	BOX	$36.04000	$108.12	12/06/2023

ReqID:
0000045240

Schedule Total	$108.12
Item Total for Line # 1	$108.12

Total PO Amount	$108.12

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

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

11/30/2023