



Procurement and Contracts
 Texas SmartBuy PO # 24048590
 Business Unit # 320AD
 Purchase Order # 24-0001819

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 12/07/2023 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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: 5114-4007
 4405 SPRINGDALE RD
 RM 266M
 AUSTIN TX 78723
 United States

Ship To Attention: Bethany Villarreal
Bill To: 101 E 15TH ST
 RM 470
 AUSTIN TX 78778-0001
 United States

Vendor ID: 1043390816 027

Purchaser: Kelly A Hall
Phone: (737) 667-5150
Fax:

512/936-3299

Email: kelly.hall@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24048590 HAS BEEN SUBMITTED TO VENDOR VIA TSB ON 12/07/2023) - 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: 05 Days ARO

Requestor -
 Name: Bethany Villarreal
 Phone: +1 (512) 305-9871
 Email: bethany.villarreal@twc.texas.gov

Vendor Contact -
 Contact Name: support_we@staples.com
 Email: Eric.Williams2@Staples.com
 Phone: (800) 540-2765
 Alternate Contact Name: Yorka Velasco-Caballero
 Alternate Email: Yorka.Velasco-Caballero@staples.com
 Alternate Phone: (210) 823-2056

Submit invoices via email to APPO@twc.texas.gov and the Requestor 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 Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

12/07/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	TOPS Voice Message Pad, 8-1/2" x 8-1/4", White, 50 Sheets/Pad	13800	785/73	4.0000	EA	\$7.97000	\$31.88	12/13/2023	
							Schedule Total	<input type="text" value="\$31.88"/>	
					ReqID:	0000045470			
							Item Total for Line # 1	<input type="text" value="\$31.88"/>	
2-1	TOPS Prism Steno Pads, 6" x 9", Gregg, Purple, 80 Sheets/Pad	13800	785/73	2.0000	PKG	\$20.27000	\$40.54	12/13/2023	
							Schedule Total	<input type="text" value="\$40.54"/>	
					ReqID:	0000045470			
							Item Total for Line # 2	<input type="text" value="\$40.54"/>	
3-1	TOPS Prism Steno Pads, 6" x 9", Gregg, Pink, 80 Sheets/Pad,	13800	785/73	2.0000	PKG	\$20.27000	\$40.54	12/13/2023	
							Schedule Total	<input type="text" value="\$40.54"/>	
					ReqID:	0000045470			
							Item Total for Line # 3	<input type="text" value="\$40.54"/>	
4-1	TOPS Steno Book, 6" x 9", Gregg Ruled, 80 Sheets, Assorted C	13800	785/73	3.0000	PKG	\$15.41000	\$46.23	12/13/2023	
							Schedule Total	<input type="text" value="\$46.23"/>	
					ReqID:	0000045470			
							Item Total for Line # 4	<input type="text" value="\$46.23"/>	

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Oficemate .75" Handle Letter Opener, Blue (OIC30310)	13800	615/53	6.0000	EA	\$1.07000	\$6.42	12/13/2023
							Schedule Total	<input type="text" value="\$6.42"/>
							ReqID: 0000045470	
							Item Total for Line # 5	<input type="text" value="\$6.42"/>
6-1	Sharpie S-Gel Retractable Gel Pen, Medium Point, Purple Ink,	13800	615/60	3.0000	DOZ	\$12.34000	\$37.02	12/13/2023
							Schedule Total	<input type="text" value="\$37.02"/>
							ReqID: 0000045470	
							Item Total for Line # 6	<input type="text" value="\$37.02"/>
7-1	Safco Single-Pocket Steel Wall File, Letter Size, Black (317)	13800	615/55	2.0000	EA	\$20.52000	\$41.04	12/13/2023
							Schedule Total	<input type="text" value="\$41.04"/>
							ReqID: 0000045470	
							Item Total for Line # 7	<input type="text" value="\$41.04"/>
8-1	Advantus Panel Wall Cubicle Clips, Assorted Cool Colors, 20/	13800	615/69	2.0000	BOX	\$9.21000	\$18.42	12/13/2023
							Schedule Total	<input type="text" value="\$18.42"/>
							ReqID: 0000045470	
							Item Total for Line # 8	<input type="text" value="\$18.42"/>

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
Sonya Babley, CTCD, CTCM
 Sonya Babley, CTCD, CTCM
 12/07/2023



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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 Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

12/07/2023