



Procurement and Contracts  
Texas SmartBuy PO # 25039635  
Business Unit # 320AD  
Purchase Order # 25-0001529

Page: 1 of 3

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:  
N/A N/A N/A X 12/05/2024 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: Texas Workforce Commission  
1125 JUDSON RD  
STE 133  
LONGVIEW TX 75601-5196  
United States

Bill To: APPO@twc.texas.gov or  
Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

Vendor ID: 1043390816 027

Purchaser: Marie Diemer  
Phone: (737) 400-5620  
Fax:  
Email: marie.diemer@twc.texas.gov

TWC Prefers Electronic Submission

**PO Information:**

Delegated Purchase \$10000 or Less

TWC contact - danette.townsend@twc.texas.gov / cell - 903-445-4765

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 Purchasing HUB Services."

**Ship to Comments:**

903-445-4765 Cell

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903-445-4765

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Zebra Sarasa Dry X10 Gel Retractable Pens, Med Point, Blue Ink, Dozen	13069	620/80	3.0000	DOZ	\$11.16000	\$33.48	12/09/2024
							<b>Schedule Total</b>	\$33.48
							<b>Item Total for Line # 1</b>	\$33.48

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

12/09/2024



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Page: 2 of 3

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Pentel EnerGel-X Roller Gel Retractable Gel Pens, Med Point, Blue Ink, Dozen	13069	620/80	4.0000	DOZ	\$8.94000	\$35.76	12/09/2024
							<b>Schedule Total</b>	\$35.76
							<b>Item Total for Line # 2</b>	\$35.76
3-1	Post-It Suer Sticky Notes 4X4, Energy Boost Collection, Lined, 90 sheets/Pad 6 Pads	13069	615/62	2.0000	PAK	\$7.05000	\$14.10	12/09/2024
							<b>Schedule Total</b>	\$14.10
							<b>Item Total for Line # 3</b>	\$14.10
4-1	Post-it Notes, 3X3, Canary Yellow, Lined, 100 sheets/pad 6 pads/Pack	13069	615/62	2.0000	PAK	\$6.90000	\$13.80	12/09/2024
							<b>Schedule Total</b>	\$13.80
							<b>Item Total for Line # 4</b>	\$13.80
							<b>Total PO Amount</b>	\$97.14

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

12/09/2024

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Authorized Signature

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12/09/2024