



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002290

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** D **PO Date:** 02/21/2025 **PO End Date:** **PO Method:** IT **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: COMMUNICATION BY HAND LLC
PO BOX 9064
AUSTIN TX 78766-9064
United States

Ship To: Texas Workforce Commission
101 E. 15TH ST RM 370
AUSTIN TX 78778-0001
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: 1461814240 001

Purchaser: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Per Communication By Hand corresponding dated 02/21/2025.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 02/19/2025 (ATTACHMENT I) apply to this order.

This purchase is according to Delegated AIS not on DIR contract per 34 Texas Administrative Code§ 20.391.

State Agencies are granted an exemption from the statutory requirement to purchase IT commodities through a DIR contract for procurements not to exceed \$10,000. In other words, State Agencies may purchase IT commodity items outside of the DIR Cooperative Contracts program if the purchase does not exceed \$10,000.

TWC Contact:

Name: Lakisha McClendon

Tel: (512) 936-4274

E-mail: lakisha.mcclendon@twc.texas.gov

Vendor Contact:

Name: Daniel Keesling

Tel: (512)467-1917

E-mail: delia@cbhand.com

Submit invoices via email to APPO@twc.texas.gov and the TWC Contact 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 must 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:

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	ASL Interpreting Services	13060	961/92	1.7500	HR	\$73.00000	\$127.75	02/28/2025

Schedule Total

ReqID:
0000050918

Item Total for Line # 1

Signature on File



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Total PO Amount \$127.75

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.