



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002859

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/08/2025 **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: COMMUNICATION BY HAND LLC
PO BOX 9064
AUSTIN TX 78766-9064
United States

Ship To: Texas Workforce Commission
4800 N LAMAR BLVD
AUSTIN TX 78756
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: Michael Kagan
Phone: (737) 400-5664
Fax:
Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Communication by Hand - This purchase request is for The American Sign Language interpreter will be assisting TWC staff member participating in the CCRC immersion.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 2/19/25 (ATTACHMENT 1) apply to this order.

TWC Contact Name: Jessica Razo
E-mail: jessica.razo@twc.texas.gov

Vendor Contact
Name: Daniel Keesling
Tel: (512) 467-1917
VIN: 1461814240

Submit invoices via email to APPO@TWC.texas.gov. PDF or Word Documents are only 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.

Communication Email
PO 25-0002859 Divestment Statue
Email Approval
Email to Requestor 4-8-25
PO 25-0002859 PCC E Checklist
PO 25-0002859 PR Requisition
PO 25-0002859 PR Approval
Purchase Order 25-0002859
PO 25-0002859 Vendor Compliance Checklist
Terms and Condition

Ship to Comments:

Signature on File



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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-----------|--|-------|-------------|-----------|------|-------------|--------------------------------|------------|
| 1-1 | Employment Interview - Counseling - American Sign Language Service | 13060 | 952/21 | 7.0000 | HR | \$73.00000 | \$511.00 | 04/08/2025 |
| | | | | | | | Schedule Total | \$511.00 |
| | | | | | | | Item Total for Line # 1 | \$511.00 |

Total PO Amount \$511.00

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.