

Procurement and Contracts Texas SmartBuy PO # 25137980 Business Unit # 320AD Purchase Order # 25-0003326

Page: 1 of 2

PO Date: PO End Date: PO Method: Rev Dt: Payment Terms: Freight Terms: Ship Via: PCC: Dispatch:

05/19/2025 N/A 0 DG Dispatch Via Print

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

WORKQUEST Vendor: Ship To: **Texas Workforce Commission** 1011 E 53RD 1/2 ST

101 E 15TH ST, RM 556

MAIN

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

Fax: Email: kelly.hall@twc.texas.gov

Kelly A Hall

(737) 667-5150

Vendor ID: 1741976051 001

AUSTIN TX 78751-1703

United States

TWC Prefers Electronic Submission

PO Information:

Purchaser:

Phone:

DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25137980 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 5/19/25) -FOR PAYMENT PROCESSING PURPOSES ONLY

SET ASIDE: WORKQUEST: TX GOVT CODE §§ 2155.132 (F)(2), 2155.138, TX HUMAN RESOURCES CODE, § 122

TERM Contract 645-S1 Contract start date:2/1/2002 Contract end date: 11/30/2026

Delivery Terms: 30 Days ARO

TWC POC -

Name: Sowmya Bondugulapati

Email: sowmya.bondugulapati@twc.texas.gov

Vendor Contact -

Contact Name: customerservice@workguest.com Email: customerservice@workquest.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.

Ship to Comments:

Room 556

Phone 512-463-2771

Email: cindy.quimby@twc.texas.gov



Procurement and Contracts Texas SmartBuy PO # 25137980 Business Unit # 320AD Purchase Order # 25-0003326

Page: 2 of 2

Line-Sch: Line Description: Paper, Bond, Recycled, 1-1 Wht, Prem #4, 20 lb, Ltr, Qty Price Breaks, Hwy.

Dist. 14

PCA:

13800

Class/Item: 645/21

UOM: Quantity: 10.0000 CTN

Unit Price: \$74.49000

Extended Amt: \$744.90

Due Date:

05/19/2025

RegID:

0000051727

Item Total for Line # 1

\$744.90

\$744.90

Total PO Amount

Schedule Total

\$744.90

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.