



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0001800
 Purchase Order Change Notice (# 1)

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 12/06/2023 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 01/12/2024

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

Vendor: PERRY OFFICE PRODUCTS INC
 P O BOX 1200
 TEMPLE TX 76503
 United States

Ship To: Texas Workforce Commission
 1100 SAN JACINTO
 STE 100
 AUSTIN TX 78701-1906
 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: 1742262229 000

Purchaser: Kelly A Hall
Phone: (737) 667-5150
Fax:
Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

"Per Perry Office Plus corresponding online pricing dated 12/05/2023

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 10/25/2023 (ATTACHMENT I) apply to this order.

Delivery Terms: 15 Days ARO

Requestor-
 Name: Monica Razo
 Tel: 512-936-8102
 E-mail: Monica.razo@gov.texas.gov

Vendor Contact-
 Name: Customer Service
 Tel: (800) 234-6605
 E-mail:customersupport@perryop.com

Submit invoices via email to APPO@TWC.texas.gov and the Requestor listed above. 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."

POCN 1 addition of line item 3 for freight charges

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

01/12/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	At-A-Glance DayMinder Weekly/Monthly Planner AAGG54500	13055	615/72	3.0000	EA	\$72.35000	\$217.05	12/15/2023
							Schedule Total	<input type="text" value="\$217.05"/>
					ReqID: 0000045417			
							Item Total for Line # 1	<input type="text" value="\$217.05"/>
2-1	At-A-Glance Weekly/Monthly Planner Refill AAGG54550	13055	615/72	3.0000	EA	\$32.77000	\$98.31	12/15/2023
							Schedule Total	<input type="text" value="\$98.31"/>
					ReqID: 0000045417			
							Item Total for Line # 2	<input type="text" value="\$98.31"/>
3-1	Freight	13068	615/72	1.0000	EA	\$7.38000	\$7.38	01/12/2024
							Schedule Total	<input type="text" value="\$7.38"/>
							Item Total for Line # 3	<input type="text" value="\$7.38"/>
							Total PO Amount	<input type="text" value="\$322.74"/>

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
 01/12/2024



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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

01/12/2024