



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002517

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 02/14/2024 **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: CUSTOMER CONTACT STRATEGIES LLC
500 ROOKWOOD PL
CHARLOTTESVILLE VA 22903-4734
United States

Ship To: Texas Workforce Commission
301 W 13TH ST
FORT WORTH TX 76102-4601
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: 1264268768 000

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

TWC Prefers Electronic Submission

PO Information:

Advanced Payment Required - Payment and registration information must be received prior to February 29, 2024

Per WFH Alliance.com corresponding Invoice No: 20590 dated 02/14/2024

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30/2024 (ATTACHMENT I) apply to this order.

GOODS OR SERVICES LESS THAN \$10,000.00 : 34 TX ADMIN CODE § 20.82 - DELEGATED PURCHASES

Contract Manager-
Name: Maria Evans
Tel: +1 (817) 420-1844 x5200
E-mail: maria.evans@twc.texas.gov

Vendor Contact-
Name: Michele Rowan
Tel: 972-510-8591
E-mail: michele@wfhalliance.com

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager 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.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

02/14/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Bunae Leonard, 2024 Remote Working Summit, April 9-10, 2024 Hilton Dallas by the Galleria	13069	963/37	1.0000	LOT	\$1,395.00000	\$1,395.00	02/27/2024
							Schedule Total	<input type="text" value="\$1,395.00"/>
					ReqID: 0000046192			
							Item Total for Line # 1	<input type="text" value="\$1,395.00"/>
							Total PO Amount	<input type="text" value="\$1,395.00"/>

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.

Authorized Signature
Sonya Babley, CTCD, CTCM
 Sonya Babley, CTCD, CTCM
 02/14/2024