



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0002904

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 03/14/2024    **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:** BOSWORTH PAPERS INC  
PO BOX 40905  
HOUSTON TX 77240  
**United States**

**Ship To:** Texas Workforce Commission  
4405A SPRINGDALE RD  
AUSTIN TX 78723-6050  
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:** 1741750374 003

**Purchaser:** MaryLou Ochoa

**Phone:**

**Fax:**

**Email:** marylou.ochoa@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

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

Per Bosworth OVOL corresponding dated 03/05/2024.  
By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30/2024 ( ATTACHMENT I) apply to this order.

Delivery Terms: 14 Days ARO

TWC POC:  
Name: Antonio Blanch IV  
Tel: 512-927-0002 x1202  
E-mail: antonio.blanch@twc.texas.gov

Vendor Contact:  
Name: Mark Dees  
Tel: 512-956-7533 512-339-9987  
E-mail: mdees@ovol.us

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

**03/14/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	F76-531742 500 calling card boxes	13802	640/23	1.0000	CS	\$225.65000	\$225.65	03/28/2024
							<b>Schedule Total</b>	<input type="text" value="\$225.65"/>
					<b>ReqID:</b>			
					0000046499			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$225.65"/>
2-1	D11-531272 chipboard 22.5X34.5	13802	640/20	6.0000	BND	\$46.41000	\$278.46	03/28/2024
							<b>Schedule Total</b>	<input type="text" value="\$278.46"/>
					<b>ReqID:</b>			
					0000046499			
							<b>Item Total for Line # 2</b>	<input type="text" value="\$278.46"/>
3-1	D83-632400 25X38 #70 Lynx Opaque Text	13802	645/33	8.0000	CTN	\$149.45000	\$1,195.60	03/28/2024
							<b>Schedule Total</b>	<input type="text" value="\$1,195.60"/>
					<b>ReqID:</b>			
					0000046499			
							<b>Item Total for Line # 3</b>	<input type="text" value="\$1,195.60"/>
4-1	N08-27124 60# 25 x 38 Astroparche Natural Text	13802	645/33	1.0000	CTN	\$359.24000	\$359.24	03/28/2024
							<b>Schedule Total</b>	<input type="text" value="\$359.24"/>
					<b>ReqID:</b>			
					0000046499			
							<b>Item Total for Line # 4</b>	<input type="text" value="\$359.24"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**03/14/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	S33-K11947 80# 12 x 18 Flo Gloss Text	13802	645/33	20.0000	CTN	\$58.97000	\$1,179.40	03/28/2024
							<b>Schedule Total</b>	<input type="text" value="\$1,179.40"/>
							<b>ReqID:</b> 0000046499	
							<b>Item Total for Line # 5</b>	<input type="text" value="\$1,179.40"/>

**Total PO Amount**

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

**03/14/2024**