



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 25-0000678

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** X **PO Date:** 09/16/2024 **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: WORKQUEST
 1011 E 53RD 1/2 ST
 AUSTIN TX 78751-1703
 United States

Ship To: Texas Workforce Commission
 4405 SPRINGDALE RD
 RM 678M
 AUSTIN TX 78723
 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: 1741976051 001

Purchaser: Yvonne K Franklin

Phone:

Fax:

Email: yvonne.franklin@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25001374 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 09/16/2024) - Optional for offline sale vendors. FOR PAYMENT PROCESSING PURPOSES ONLY** Purchase Order issue in accordance with TXMAS contracts: 34 TX Admin. Code 20.231-.233 for Multiple Award Schedule.

TXMAS Contract: 645-S1
 Contract start date: 02/01/2002
 Contract end date: 11/30/2026

Delivery Terms: 15 Days ARO

Contract Manager -
 Name: BRITTANY HARLOW
 Phone: [REDACTED]
 Email: brittany.harlow@twc.texas.gov

Vendor Contact -
 Contact Name: customerservice@workquest.com
 Email: customerservice@workquest.com
 Phone: (512) 451-8145

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 Purchasing HUB Services."

Ship to Comments:

ATTN: B Harlow
 Commission Appeals RM 678

Ship to Comments:

Commission Appeals RM 678

Authorized Signature

Sonya Babley, CTCD, CTCM

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09/16/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper, Bond, White, Prem No. 4, 20 Lb, Letter, Qty Price Breaks, Zones 4,5	13800	645/33	5.0000	CTN	\$73.55000	\$367.75	09/20/2024
							Schedule Total	\$367.75
					ReqID: 0000049083			
							Item Total for Line # 1	\$367.75

Total PO Amount **\$367.75**

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
09/16/2024