



Procurement and Contracts
 Texas SmartBuy PO # 23165830
 Business Unit # 320AD
 Purchase Order # 23-0004282
 Purchase Order Change Notice (# 1)

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 06/16/2023 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 06/20/2023
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: WORKQUEST
 DBA TIBH INDUSTRIES INC
 1011 E 53RD 1/2 ST
 AUSTIN TX 78751-1703
 United States

Ship To: Texas Workforce Commission
 4611 50TH ST
 UNIT D
 LUBBOCK TX 79414-3500
 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: Kelly A Hall
Phone: (737) 667-5150
Fax:
Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Term 615-S1

30 EACH Legal Pad, White, 8-1/2" X 11-3/4"

Shipping Address

Texas Workforce Commission
 Attn: Larkin Shaw
 4611 50TH ST
 STE D
 Lubbock, TX 79414

TWC POC: Larkin Shaw / larkin.shaw1@twc.texas.gov / +1 (806) 500-2480

Vendor: Workquest

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

POCN 1 Change Quantity from 30 to 24

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item Detail: Legal Pad, White, 8-1/2" X 11-3/4"		615/62	24.0000	DOZ	\$2.01000	\$48.24	06/30/2023
							Schedule Total	<input type="text" value="\$48.24"/>
							ReqID: 0000042864	
							Item Total for Line # 1	<input type="text" value="\$48.24"/>
							Total PO Amount	<input type="text" value="\$48.24"/>

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

06/20/2023



Procurement and Contracts
Texas SmartBuy PO # 23165830
Business Unit # 320AD
Purchase Order # 23-0004282
Purchase Order Change Notice (# 1)

Page: 2 of 2

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

06/20/2023