



Sales Tax Exemption

The Texas A&M University System Offices are exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of The Texas A&M University System.

The laws of the State of Texas shall govern this Purchase Order.

| Purchase Order | | |
|---|------------------------|---------------------------|
| Purchase Order Date | PO/Reference No. | Revision No. |
| Oct 17, 2017 | AB0331163 | 0 |
| Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer. | | |
| Buyer Contact: | | |
| Buyer | Buyer Email | Buyer Phone Number |
| pma - Allison, Patty | pallison@tamus.edu | 979.458.6088 |
| Customer Contact: | | |
| Name: | Sharon Kovar | |
| Email: | sharon-kovar@tamus.edu | |
| Phone: | +1 979-458-7024 | |

Order acceptance instructions:

Vendor guarantees that the products delivered or the services performed as a result of the Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by the Texas A&M University System's Department of Purchasing Services prior to shipping.

| Supplier Information | | Delivery Information | |
|--------------------------|---|--------------------------------------|----------------------------------|
| Supplier Name | HBI OFFICE SOLUTIONS INC | Delivery Address | |
| Address | 308 HWY 75 NORTH STE B HUNTSVILLE, TX 77320 US | TAMUS Member: | 01-Texas A&M System Offices (01) |
| Phone | +1 936-295-4592 | Attn: | Brett McCully |
| Fax | +1 936-295-5264 | TAMU Zachry Bldg Renovation-Bldg 125 | |
| FOB / FREIGHT | Destination | Project | 2-3155 |
| Pre-Pay & Add | No | 125 Spence St | |
| Payment Terms | 0, Net 30 | College Station, TX 77840 | |
| Contract Number - Header | E&I Contract # CNR01146 | United States | |
| Contract Number - Line | no value | Delivery Information | |
| Quote number | 18952 - dated 10/06/2017 | Required Delivery Date | |
| | | Ship Via | Best Carrier-Best Way |

| Notes to Supplier | |
|------------------------------|---|
| Shipping Instructions | |
| Note to Supplier | Communicate delivery and install with TAMU System contact: Cathy Swanteson, Ph: 979-458-7077, Email: cswanteson@tamus.edu. |
| | Reference Attachment A for Delivery and Install terms and conditions. An installation schedule with specific dates and times will be communicated and issued by the Interior Designer. Contractor/Vendor will be notified approximately 30 days prior to installation of any delays in building completion. |
| | Reference TAMUS Standard Terms_C. |
| Attachments for supplier | |
| HBI quote Revised... | |
| Attachment A - De... | |
| TAMUS Standard Te... | |
| PO Clauses | |
| Header | 001 No Collect Freight Charges Neither COD nor "Collect" freight or handling charges will be accepted. Accepted |
| | 113 FOB-DEST/FRT-PP&ALLOW FOB Destination, Freight Prepaid and Allowed |

| Line No. | Product Description | Catalog No. | Size / Packaging | Unit Price | Quantity | Ext. Price |
|----------|---|-------------|------------------|---------------------|----------|-------------------------|
| 1 of 1 | Steelcase Custom Classroom Table Furnishings - per details and specifications on attached quote 18952 dated 10/06/2017. This purchase is per E&I contract CNR01146. | . | LO | 1,162,161.00 USD | 1 LO | 1,162,161.00 USD |
| Total | | | | | | 1,162,161.00 USD |

| Billing Information | Billing Address |
|---|--|
| To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail abvendedorhelp@tamus.edu. | Texas A&M System Offices-Brett McCully |
| Invoice must include the PO/Reference number shown above. | ***Do Not Mail Invoices*** |
| | Engineering_Education_Complex.02.18_PO_Payments@docs.e-builder.net |
| | ***Invoice via email only*** |
| | College Station, TX 77840 |
| | United States |