

## Revised Purchase Order



### 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.	Revision Date
Oct 19, 2017	AB0331627	1	Oct 20, 2017
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
<b>Buyer Contact:</b>			
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>	
pma - Allison, Patty	pallison@tamus.edu	979.458.6088	
<b>Customer Contact:</b>			
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	<b>Delivery Address</b>	
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	NCPA Contract # 07-18	United States	
Contract Number - Line	no value	<b>Delivery Information</b>	
Quote number	18696	Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

All items are for FPC Project 02-3155 Zachary Engineering Education Center.

Communicate delivery and install with TAMU System contact: Cathy Swanteson, Ph: 979-458-7077, Email: cswanteson@tamus.edu.

Reference TAMU Standard Terms\_C.

Attachments for supplier

HBI.Arcadia.Colla...

Attachment A - De...

TAMUS Standard Te...

#### PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be 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 2	02-3155 Arcadia Furnishings per details and specifications on attached proposal 18696. This purchase is per the NCPA Contract # 07-18.	.	LO	72,337.93 USD	1 LO	72,337.93 USD
2 of 2	Labor to receive, deliver and install during normal business hours. Reference Attachment A for delivery and install instructions.	.	LO	3,600.00 USD	1 LO	3,600.00 USD
Total						75,937.93 USD

### Billing Information

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 abvendorhelp@tamu.edu.

Invoice must include the PO/Reference number shown above.

### Billing Address

Texas A&M System Offices-Brett McCully

\*\*\*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