



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.
Jun 7, 2018	AB0370747	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 this 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:	Cathy Swanteson
Fax	+1 936-295-5264	TSU Applied Science Bldg	
FOB / FREIGHT	Destination	Project	4-3195
Pre-Pay & Add	No	270 St Peter Ave	
Payment Terms	0, Net 30	Stephenville, TX 76402	
Contract Number - Header	E&I CNR01416	United States	
Contract Number - Line	no value	Delivery Information	
Quote number	19610	Required Delivery Date	Nov 1, 2018
		Ship Via	Best Carrier-Best Way

Notes to Supplier			
Shipping Instructions			
Note to Supplier			
This purchase is per the E&I contract CNR01416.			
All items are for FPC Project 04-3195 Applied Science Building, currently under construction in Stephenville, TX.			
Communicate delivery and install with TAMU System, Interior Designer, Catherine Swanteson, (979-458-7077, 979-575-9827 cell), cswanteson@tamus.edu.			
All product currently estimated to be delivered and completely installed in November 2018. Reference Attachment A for additional delivery and install terms and instructions.			
Include PO no. on all invoices. Make certain invoice is referenced correctly & sent to the email address noted in the BILL TO section of this PO.			
Attachments for supplier			
HBI.Gunlocke.Add ...			
ATTACHMENT A.TERM...			
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
	405	TAMUS Standard Terms	This Purchase Order shall reference the attached TAMUS Standard Terms and Conditions (Exhibit B).

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 2	Gunlocke furnishings per details and specifications on attached quote 19610.	.	LO	34,647.38 USD	1 LO	34,647.38 USD
2 of 2	Trip charge - to deliver, install, put in place, and dispose of trash.	.	LO	350.00 USD	1 LO	350.00 USD
Total						34,997.38 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 abvendorhelp@tamus.edu. Invoice must include the PO/Reference number shown above.	Texas A&M System Offices-Brett McCully ***Do Not Mail Invoices*** Applied_Science_Building.02.18_PO_Payments@docs.e-builder.net ***Invoice via email only*** College Station, TX 77840 United States