



## 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.
May 19, 2021	AB0620479	0
<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 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	<b>Delivery Address</b>	
Address	308 HWY 75 NORTH STE B HUNTSVILLE, Texas 77320 United States	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 936-295-4592	Attn:	Holly Hawryluk - 979.229.8666 / Joaquin Abrego - 956.501.0760
Fax	+1 936-295-5264	TAMU-Peterson Bldg Renovation	
FOB / FREIGHT	Destination	Project	2-3278
Pre-Pay & Add	No	435 Nagle St	
Payment Terms	0, Net 30	College Station, TX 77843	
Contract Number - Header	E&I Contract CNR01146	United States	
Contract Number - Line	no value	<b>Delivery Information</b>	
Quote number	23474	Required Delivery Date	
		Ship Via	Best Carrier-Best Way

## Notes to Supplier

### Shipping Instructions

Note to Supplier

This purchase is per the E&I Contract CNR01146.

All items are for FPC Project 02-3278 Peterson Bldg. Renovation on the Texas A&M University Campus.

Communicate delivery and install with PBK furnishing consultant Joaquin Abrego, Ph: 210.638.7262 or 956.501.0760 or email: joaquin.abrego@PBK.com and/or TAMU System Interior Designer Holly Hawryluk at Ph: 979.229.8666 or email: hhawryluk@tamus.edu.

Reference Attachment A for additional delivery 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

QTEB023474\_PR003.pdf

TAMUS PO Standard...

Attachment A Equi...

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 1	Steelcase Bookcases per details and specifications on attached quote 23474 dated 5/10/21.	.	LO	81,028.08 USD	1 LO	81,028.08 USD
Total					81,028.08 USD	

Billing Information	Billing Address
<p>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 vendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M System Offices-Randy Wipke</p> <p>***Do Not Mail Invoices***</p> <p>Peterson-Bldg-Renov-PO-Payments@docs.e-builder.net</p> <p>***Invoice via email only***</p> <p>College Station, TX 77840</p> <p>United States</p>