



## 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.
<b>Aug 6, 2021</b>	<b>AB0641529</b>	<b>0</b>
<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:	Lona Reynolds	
Email:	LONA-REYNOLDS@TAMUS.EDU	
Phone:	+1 979-458-6095	

## 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:	TERESA EDWARDS - 979-458-6080
Fax	+1 936-295-5264	Systems Budget & Accounting	
FOB / FREIGHT	Destination	Moore/Connally Bldg	
Pre-Pay & Add	No	Room	3RD FLOOR
Payment Terms	0, Net 30	301 Tarrow St	
Contract Number - Header	E&I CNR01146	College Station, TX 77840	
Contract Number - Line	<i>no value</i>	United States	
Quote number	23924	<b>Delivery Information</b>	
		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 SHALL REFERENCE ATTACHED QUOTE 23924, DATED 08/05/2021 AND ATTACHED ROOM DRAWINGS AND LAYOUT PLANS. (NOTE: TWO CHAIRS HAVE BEEN REMOVED FROM THE PLANS SHOWN FOR ROOM 363A.)

\*\*\* FURNISHINGS ARE REQUESTED AS SOON AS THEY BECOME AVAILABLE FOR DELIVERY AND INSTALLATION. \*\*\*

PLEASE COMMUNICATE DELIVERY AND INSTALLATION DATE WITH TAMU SYSTEM CONTACT TERESA EDWARDS, O: 979-458-6080, E: TERESA.BASS@TAMUS.EDU.

INVOICES MUST BE SENT TO EMAIL LISTED IN THE BILL TO SECTION OF PURCHASE ORDER - SYSTEMVOUCHERS@TAMUS.EDU.

# Attachments for supplier

CET Report TAMU S...

TAMU Systems Buil...

QTEB023924\_PR000.pdf

TAMUS PO Standard...

## 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	ROOM 355 - STEELCASE PARTS/FURNISHINGS FOR CUBICLE TO BE ADDED TO MCB ROOM 355. REFERENCE ATTACHED QUOTE 23924, DATED 8/5/2021, FOR DETAILED SPECIFICATIONS.	.	LO	11,935.96 USD	1 LO	11,935.96 USD
2 of 2	ROOM 363A - STEELCASE PARTS/FURNISHINGS FOR CUBICLES TO BE ADDED TO MCB ROOM 363A. REFERENCE ATTACHED QUOTE 23924, DATED 8/5/2021, FOR DETAILED SPECIFICATIONS.	.	LO	7,037.15 USD	1 LO	7,037.15 USD
Total						18,973.11 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 University System</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to systemvouchers@tamus.edu</p> <p>301 Tarrow RM 345</p> <p>College Station, TX 77840</p> <p>United States</p>