



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Mar 7, 2022	AB0694853	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:	Frances Miller	
Email:	FMILLER@TAMUS.EDU	
Phone:	+1 979-458-6301	

Sales Tax Exemption

Texas A&M University is 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 Texas A&M.

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

Member of the Texas A&M University System.

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, Texas 77320 United States	TAMUS Member:	26-Texas A&M System Shared Service Center (26)
Phone	+1 936-295-4592	Attn:	Freda Strzelac - 979-458-6460
Fax	+1 936-295-5264	IT Services	
FOB / FREIGHT	Destination	Moore/Connally Bldg	
Pre-Pay & Add	No	Room	304
Payment Terms	0, Net 30	301 Tarrow St	
Contract Number - Header	E&I CNR01146	College Station, TX 77840-7896	
Contract Number - Line	<i>no value</i>	United States	
Quote number	24576	Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier			
Shipping Instructions			
Note to Supplier		Per E&I Contract CNR01146	
		Communicate closely regarding delivery and install with Director of IT Freda Strzelac, Ph: 979-458-6460, Email: freda@tamus.edu.	
		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 Office Soluti...			
TAMUS PO Standard...			
PO Clauses			
Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	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 5	1 Kit-Power, 3+1, 48W Steelcase	-	EA	102.69 USD	7 EA	718.83 USD
2 of 5	Kit-Power, 3+1, 42W Steelcase	-	EA	102.69 USD	2 EA	205.38 USD
3 of 5	Kit-Power, 3+1, 24W Steelcase	-	EA	102.69 USD	1 EA	102.69 USD
4 of 5	Receptacle-System Ground, Line 1, 3+1, Plastic: 6654 Sand	-	EA	21.02 USD	4 EA	84.08 USD
5 of 5	Receptacle-System Ground, Line 2, 3+1 Plastic: 6654 Sand	-	EA	21.02 USD	4 EA	84.08 USD
Total						1,195.06 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>TAMUS Shared Service Center- Accounts Payable ***Do Not Mail Invoices*** Email invoices to systemvouchers@tamus.edu 301 Tarrow RM 345 College Station, TX 77840 United States</p>