



### 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>Nov 9, 2022</b>	<b>AB0763689</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>		
Buyer	Buyer Email	Buyer Phone Number
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:	HOLLY HAWRYLUK - 979-229-8666 / JORDAN HAGERMAN - 979-458-6351
Fax	+1 936-295-5264	Technology Commercialization	
FOB / FREIGHT	Destination	Bldg B	
Pre-Pay & Add	No	Suite	200
Payment Terms	0, Net 30	175 Century Square Dr	
Contract Number - Header	E&I Contract EI00140-2021MA	College Station, TX 77840	
Contract Number - Line	<i>no value</i>	United States	
Quote number	25124	<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

ALL ITEMS REQUESTED ASAP FOR EXPECTED COMPLETION DATE OF FEBRUARY 1, 2023.

Communicate delivery and installation with the following A&M System contacts: Dr. Joe Elabd, email: yelabd@tamus.edu; Holly Hawryluk, Ph: 979.229.8666, email: hhawryluk@tamus.edu; Jordan Hagerman, Ph: 979-458-6351, email: jhagerman@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

- ARINQKRI44B79289-...
- TAMUS PO Standard...
- 164773552 Exhibit...

**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 1	STEELCASE OFFICE FURNISHINGS PER DETAILED SPECIFICATIONS ON ATTACHED QUOTE 25124. INCLUDED IN LINE ITEM COST IS INSTALLATION AND ALL SURCHARGES NOTED ON QUOTE.	.	EA	378,329.86 USD	1 EA	378,329.86 USD
Total					<b>378,329.86 USD</b>	

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            ***Do Not Mail Invoices***            Email invoices to systemvouchers@tamus.edu            301 Tarrow RM 345            College Station, TX 77840            United States</p>