



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.
Dec 20, 2023	AB0876270	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
jrz - Zimmermann, Jeff	jzimmermann@tamus.edu	979.458.6410
Customer Contact:		
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	Delivery Address	
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:	VERA HOBMA
Fax	+1 936-295-5264	System HR Offices	
FOB / FREIGHT	Destination	Moore/Connally Bldg	
Pre-Pay & Add	No	Floor	2nd - HR SUITE
Payment Terms	0, Net 30	301 Tarrow St	
Contract Number - Header	no value	College Station, TX 77840-7896	
Contract Number - Line	no value	United States	
Quote number	26557	Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Refer to attached Exhibit A-B for terms and conditions, and requirements. Award and pricing is based on E&I contract #EI00140-2021MA.

Coordinate delivery and installation with the following contacts:
Vera Hobma, 979-458-6177, vhobma@tamus.edu or Dawn Santo, 979-458-6164, dsanto@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 QUOTE FOR SHR...
- Exhibit A-B - Sta...

PO Clauses

Header 001 No Collect Freight Neither COD nor "Collect" freight or handling charges will be accepted.
Charges Accepted

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	CUBICLE PARTS, OFFICE CHAIRS, FURNISHINGS FOR CUBICLES - SEE ATTACHED QUOTE 26557 FOR DETAILED SPECIFICATIONS	.	LO	25,330.78 USD	1 LO	25,330.78 USD
Total					25,330.78 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&M University System ***Do Not Mail Invoices*** Email invoices to systemvouchers@tamus.edu 301 Tarrow RM 345 College Station, TX 77840 United States</p>