



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Jun 18, 2024	AB0928006	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
scc - Crowdus, Sterling	scrowdus@tamus.edu	979.845.6947
Customer Contact:		
Name:	Lori Hayes	
Email:	LHAYES@TAMUS.EDU	
Phone:	+1 979-862-6100	

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:	Lori Hayes
Fax	+1 936-295-5264	IT Shared Services	
FOB / FREIGHT	Destination	Suite	104
Pre-Pay & Add	Yes	700 East University Dr	
Payment Terms	0, Net 30	1134 TAMU	
Contract Number - Header	EI00140-2021MA	College Station, TX 77843-1134	
Contract Number - Line	<i>no value</i>	United States	
Quote number	27252	Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Per the attached quote dated 6/11/2024.

Refer to attached Exhibit A & B and Attachment A for terms and conditions, and requirements. Award and pricing are based on the E&I cooperative contract referenced on the quote.

The point of contact for delivery and installation is provided on Attachment A.

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 27252.pdf

Exhibit A & B - T...

Attachment A - Eq...

PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	114	FOB-DEST/FRT-PP&ADD	FOB Destination, Freight Prepaid and Added
	245	Prepay & Add	Shipping and Handling is not to exceed \$100. If greater than \$100 obtain approval from customer contact listed on the purchase order."

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	ITSS - Conference rooms furnishings as per Quote 27252	.	EA	84,622.60 USD	1 EA	84,622.60 USD
Total					84,622.60 USD	

Billing Information

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@tamus.edu.

Invoice must include the PO/Reference number shown above.

Billing Address

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