



## 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.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>May 25, 2017</b>	<b>AB0310952</b>	<b>0</b>
<b>Contact instructions for questions regarding this Purchase Order:</b> Please contact the Buyer if Buyer contact information is present. Otherwise, contact the Customer.		
<b>Buyer Contact:</b>		
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>
paw - Winkler, Patty	p-winkler@tamu.edu	979.845.4556
<b>Customer Contact:</b>		
Name:	Shelly Dever	
Email:	sdever@library.tamu.edu	
Phone:	+1 (979) 458-4071	

### 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 Texas A&M's Department of Procurement 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, TX 77320 US	Texas A&M University	
Phone	+1 (936) 295-4592	Attn	
Fax	+1 (936) 295-5264	TAMU Libraries	
FOB / FREIGHT	Destination	Evans Library Annex-	
Pre-Pay & Add	Yes	Receiving Dept	
Payment Terms	0, Net 30	400 Spence St	
Contract Number - Header	<i>no value</i>	5000 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-5000	
Quote number		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

Furnish and Install as per E&I Contract #CNR01146, HBI Office Solutions Quote #18093 and Installation Terms and Conditions.

Attachments for supplier

HBI Office Solutions-QTEB018093\_PR003-Revised Quote.pdf

Installation Terms and Conditions.pdf

#### PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	113	FOB / FREIGHT	FOB Destination, Freight Prepaid and Allowed
	242	Equal Opportunity for Qualified Individuals	This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and

prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 2	Brody Chair Lounge	488WE	EA	3,242.05 USD	13 EA	42,146.65 USD
2 of 2	Brody Footrest - Please see attached description	488FR	EA	225.38 USD	13 EA	2,929.94 USD
Total						<b>45,076.59 USD</b>

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to <a href="mailto:invoices@tamu.edu">invoices@tamu.edu</a>. 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 <a href="mailto:vendorhelp@tamu.edu">vendorhelp@tamu.edu</a>.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M University  Financial Management Operations  ATTN: Accounts Payable  750 Agronomy Road - Suite 3101  6000 TAMU  College Station, TX 77843-6000  United States</p>