



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.
Jul 3, 2017	AB0316105	0
Contact instructions for questions regarding this Purchase Order: Please contact the Buyer if Buyer contact information is present. Otherwise, contact the Customer.		
Buyer Contact:		
Buyer	Buyer Email	Buyer Phone Number
paw - Winkler, Patty	p-winkler@tamu.edu	979.845.4556
Customer Contact:		
Name:	Tonya Laird	
Email:	t-laird@tamu.edu	
Phone:	+1 (979) 847-7334	

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	WORKPLACE RESOURCE	Delivery Address	
Address	1717 W 6TH ST STE 190 AUSTIN, TX 78203 US	Texas A&M University	
Phone	+1 (512) 472-7300	Attn:	Myron Walden
FOB / FREIGHT	Destination	Telecommunications- Receiving Warehouse	
Pre-Pay & Add	No	Suite	116
Payment Terms	0, Net 30	1501 Texas Ave. South	
Contract Number - Header	<i>no value</i>	1174 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77840-1174	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Furnish and Installation as per US Communities Contract #4400003403, Workplace Resource Quote #FR170247 and Installation Terms and Conditions

Attachments for supplier

Workplace Resource Quote FR170247 (51228).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-DEST/FRT-PP&ALLOW	FOB Destination, Freight Prepaid and Allowed
	242		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

Equal Opportunity
for Qualified
Individuals

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	+Wk Chr,Embody,Std-Ht,Fully Adj Arms / Base Finish - CD - +polished aluminum / Frame Finish - G1 - +graphite / Casters - BB - +2 1/2" hard caster, black yoke, carpet only / Fabric - 213 - +mercer-Pr Cat 4 / 213_Colors - 02 - +mercer rattan	CN122AWAA	EA	918.75 USD	20 EA	18,375.00 USD
2 of 2	Labor to Receive, Inspect, Deliver & Install(20) Embody Chairs, NormalWorking Hours	INSTALL	EA	500.00 USD	1 EA	500.00 USD
Total						18,875.00 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 abvendorhelp@tamu.edu.
Invoice must include the PO/Reference number shown above.

Billing Address

Texas A&M University-Accounts Payable
Do Not Mail Invoices
Email invoices to invoices@tamu.edu
750 Agronomy Road - Suite 3101
6000 TAMU
College Station, TX 77843-6000
United States