



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 27, 2017	AB0319100	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
paw - Winkler, Patty	p-winkler@tamu.edu	979.845.4556
Customer Contact:		
Name:	Michele Beal	
Email:	michelebeal@tamu.edu	
Phone:	+1 (979) 458-3963	

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	Delivery Address	
Address	308 HWY 75 NORTH STE B HUNTSVILLE, TX 77320 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 (936) 295-4592	Attn	Michele Beal
Fax	+1 (936) 295-5264	College of GeoSciences	
FOB / FREIGHT	Destination	O&M Bldg	
Pre-Pay & Add	Yes	Room	210C
Payment Terms	0, Net 30	3148 TAMU	
Contract Number - Header	<i>no value</i>	College Station, TX 77843-3148	
Contract Number - Line	<i>no value</i>	United States	
Quote number		Delivery Information	
		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 #18803 and Installation Terms and Conditions

Attachments for supplier

HBI Quote 18803.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	Cobi Chair, swivel base, fixed arm (Quote 18803)	434111	EA	379.00 USD	45 EA	17,055.00 USD
2 of 2	Cobi, stool, swivel base, no arms (Quote 18803)	434710	EA	499.50 USD	1 EA	499.50 USD
Total						17,554.50 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