



## 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.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Aug 28, 2018</b>	<b>AB0388550</b>	<b>0</b>
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please 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:	Seth Dorsey	
Email:	SDORSEY@ATHLETICS.TAMU.EDU	
Phone:		

### 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 or performance. This Purchase Order is governed by the laws of the State of Texas and Texas A&M's Terms & Conditions, which are available online: <http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/>**

Supplier Information		Delivery Information	
Supplier Name	VELOCITY OFFICE PRODUCTS	<b>Delivery Address</b>	
Address	335 PENNBRIGHT DR STE 104 HOUSTON, TX 77090 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 888-867-4210	Attn	
FOB / FREIGHT	Destination	Texas A&M Athletics	
Pre-Pay & Add	No	Kyle Field Stadium	
Payment Terms	0, Net 30	756 Houston St	
Contract Number - Header	Choice Partners: 18/015KC-07	1228 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-1228	
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 Choice Partners Contract #18/015KC-07, Velocity Quote #1-1288-01CP and Installation Terms and Conditions.

Please coordinate order and design of logo with Dustin Chason 850-241-4211.

Attachments for supplier

Quote.pdf

Lonestar Logo\_Mar...

Installation Term...

**PO Clauses**

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	102	TAMU Terms & Conditions	Terms & Conditions - Texas A&M University -This purchase order is issued on behalf of Texas A&M University and is governed by the Terms & Conditions found online: <a href="http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/">http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/</a> From this website please select "Texas A&M University" from the drop-down menu.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 2	Chair, GO-2078-LEA-E MB-GG, Embroidered Hercules Series 24/7 Intensive Chair; Big & Tall, 500 lb rated, Black Leather Executive Swivel with loop arms	NA	EA	369.00 USD	41 EA	15,129.00 USD
2 of 2	Install, as per the attached terms and conditions	NA	LO	1,200.00 USD	1 LO	1,200.00 USD
Total						<b>16,329.00 USD</b>

**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](mailto: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](mailto:invoices@tamu.edu)  
 750 Agronomy Road - Suite 3101  
 6000 TAMU  
 College Station, TX 77843-6000  
 United States