



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.
Aug 28, 2018	AB0388556	original
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:	Susan Mitchell	
Email:	SMITCHELL25@TAMU.EDU	
Phone:	+1 979-862-3696	

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	SPENCER STUART SSI (U.S.) INC DBA	Delivery Address	
Address	353 N CLARK STREET STE 2400 CHICAGO, IL 60654 US	TAMUS Member:	02-Texas A&M University (02)
FOB / FREIGHT	Destination	Attn:	Emily Weers
Pre-Pay & Add	No	Academic Affairs Business Services	
Payment Terms	0, Net 30	Hotard Hall	
Contract Number - Header	C#6535823	Room	200
Contract Number - Line	<i>no value</i>	4255 TAMU	
Quote number		College Station, TX 77843-4255	
		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way
Notes to Supplier			
Shipping Instructions			
Note to Supplier		Reference TAMU Master Order C6535823	
		Executive Search Services as per the attached fully executed agreement.	
Attachments for supplier			
SpencerStuart Ful...			
PO Clauses			
Header	001	No Collect Freight Neither COD nor "Collect" freight or handling charges will be accepted. Charges 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: http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/ From this website please select "Texas A&M University" from the drop-down menu.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	Executive search assignment to assist Texas A&M University College of Science in recruiting an individual to fill the position of Dean, as per the attached executed agreement.	N/A	LO	110,000.00 USD	1 LO	110,000.00 USD
Total 110,000.00 USD						

Billing Information	Billing Address
<p>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.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>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</p>