



## 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>Oct 22, 2018</b>	<b>AB0402880</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:	Teresa Roberts	
Email:	TROBERTS@TAMU.EDU	
Phone:	+1 979-845-9270	

### 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	HBI OFFICE SOLUTIONS INC	<b>Delivery Address</b>	
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	Teresa Roberts
Fax	+1 936-295-5264	Educational Psychology	
FOB / FREIGHT	Destination	Harrington Tower	
Pre-Pay & Add	No	Room	704
Payment Terms	0, Net 30	4225 TAMU	
Contract Number - Header	<i>no value</i>	College Station, TX 77843-4225	
Contract Number - Line	<i>no value</i>	United States	
Quote number	20386	<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 Quote #20386 and Installation Terms and Conditions.

Attachments for supplier

HBI QTEB020386 ER...

Installation Term...

#### PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
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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.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 3	QUOTE 20386 (attached) FMBDS2496 - Base-Dual sided, Straight, With rail, 24D x 96W	FMBDS2496	EA	2,294.61 USD	2 EA	4,589.22 USD
2 of 3	Base-Single sided, Straight, 30D x 48W	FMBSS3048	EA	1,110.66 USD	10 EA	11,106.60 USD
3 of 3	Kart; Chair,Uph seat,Uph bk,No arms, Pneu H adj	126A200	EA	542.46 USD	23 EA	12,476.58 USD
Total						<b>28,172.40 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