



## 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>Nov 12, 2018</b>	<b>AB0407950</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>		
Buyer	Buyer Email	Buyer Phone Number
paw - Winkler, Patty	p-winkler@tamu.edu	979.845.4556
<b>Customer Contact:</b>		
Name:	Amy Lilley	
Email:	A-LILLEY@DSA.TAMU.EDU	
Phone:	+1 979-845-7694	

### 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	Neil Peltier
FOB / FREIGHT	Destination	University Center & Special Events	
Pre-Pay & Add	Yes	Rudder Tower	
Payment Terms	0, Net 30	Room	MSC Loading Dock
Contract Number - Header	Choice Partners # 18/015KC-07	1232 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-1232	
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's Quote #1-1333-04CP and Installation Terms and Conditions.

Attachments for supplier

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Installation Term...

#### PO Clauses

Header

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Neither COD nor "Collect" freight or handling charges will be accepted.

No Collect Freight  
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.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 28	Overhead Cornice Frame for 3 bookcases. See quote for more details. Location: Office A Indiana	NA	EA	409.14 USD	1 EA	409.14 USD
2 of 28	Modular Double File Unit - See quote for more details. Location: Office A Indiana	NA	EA	1,106.29 USD	1 EA	1,106.29 USD
3 of 28	Modular Storage Unit - See quote for more details. Location: Office A Indiana	NA	EA	821.14 USD	2 EA	1,642.28 USD
4 of 28	Credenza Base for 3 units - See quote for more details. Location: Office A Indiana	NA	EA	430.86 USD	1 EA	430.86 USD
5 of 28	Credenza Top for 3 units - See quote for more details. Location: Office A Indiana	NA	EA	627.43 USD	1 EA	627.43 USD
6 of 28	Bookcase open -See quote for more details. Location: Office A Indiana	NA	EA	693.14 USD	1 EA	693.14 USD
7 of 28	Bookcase open - See quote for more details. Location: Office A Indiana	NA	EA	693.14 USD	1 EA	693.14 USD
8 of 28	Bookcase w/ wood door - See quote for more details. Location: Office A Indiana	NA	EA	1,355.43 USD	1 EA	1,355.43 USD
9 of 28	Exec Double Pedestal Desk - Conf Top. - See quote for more details. Location: Office A Indiana	NA	EA	3,870.86 USD	1 EA	3,870.86 USD
10 of 28	Queen Anne Base - See quote for more details. Location: Office A Indiana	NA	EA	518.86 USD	1 EA	518.86 USD
11 of 28	36" Circular Table Top - See quote for more details. Location: Office A Indiana	NA	EA	1,212.00 USD	1 EA	1,212.00 USD
12 of 28	Small X Base for use with 30" high circular tops, aluminum. - see quote for more details. Location: Office B Indiana	NA	EA	393.71 USD	1 EA	393.71 USD

13 of 28	Surface mounted door hutch - see quote for more details. Location: Office B Indiana	NA	EA	1,924.00 USD	1 EA	1,924.00 USD
14 of 28	Right hinged storage/wardrobe cabinet - see quote for more details. Location: Office B Indiana	NA	EA	1,373.14 USD	1 EA	1,373.14 USD
15 of 28	Bridge - see quote for more details. Location: Office B Indiana	NA	EA	486.86 USD	1 EA	486.86 USD
16 of 28	Right Multi-File Credenza - see quote for more details. Location: Office B Indiana	NA	EA	1,743.43 USD	1 EA	1,743.43 USD
17 of 28	Circular top - see quote for more details. Location: Office B Indiana	NA	EA	406.86 USD	1 EA	406.86 USD
18 of 28	Stepped front single left ped desk - see quote for more details. Location: Office B Indiana	NA	EA	4,194.86 USD	1 EA	4,194.86 USD
19 of 28	Gleem Guest Chair - see quote for more details. Location: Office Guest Chairs	NA	EA	712.57 USD	18 EA	12,826.26 USD
20 of 28	Voss mid scale high back,medium b seat, full function syncro control, polished aluminum adjustable height arms - see quote for more details. Location: Task Chairs	NA	EA	1,834.71 USD	2 EA	3,669.42 USD
21 of 28	Ignition Exe HB Pneu Tilt Syn Tilt Seat Glide Bck Ht Adj - See quote for more details. Location: Conference Chair Option 2	NA	EA	558.81 USD	7 EA	3,911.67 USD
22 of 28	84"W x 42" D Rect Shaped Lam Top - See quote for more details. Location: Conference Room	NA	EA	496.41 USD	1 EA	496.41 USD
23 of 28	Flip Top Port - See quote for more details. Location: Conference Room	NA	EA	452.96 USD	1 EA	452.96 USD
24 of 28	Aluminum T Leg for 84" Table Tops - See quote for more details. Location: Conference Room	NA	EA	443.49 USD	1 EA	443.49 USD
25 of 28	10500 Series Floorstnd Full Ht Ped - See quote for more details. Location: Student Area	NA	EA	369.39 USD	2 EA	738.78 USD
26 of 28	Credenza Shell Full Mod Panel 84W - See quote for more details. Location: Student Area	NA	EA	460.76 USD	1 EA	460.76 USD

27 of 28	10500 series return shell - See quote for more details. Location: Student Area	NA	EA	374.96 USD	1 EA	374.96 USD
28 of 28	Installation	NA	EA	2,500.00 USD	1 EA	2,500.00 USD
<b>Total</b>						<b>48,957.00 USD</b>

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&amp;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>