



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.

Member of the Texas A&M University System.

Purchase Order								
Purchase Order Date	PO/Reference No.	Revision No.						
Jan 27, 2020	AB0513849	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: <table border="1"> <thead> <tr> <th>Buyer</th> <th>Buyer Email</th> <th>Buyer Phone Number</th> </tr> </thead> <tbody> <tr> <td>cjt - Toler, Cherise</td> <td>ctoler@tamu.edu</td> <td>979.845.5887</td> </tr> </tbody> </table>			Buyer	Buyer Email	Buyer Phone Number	cjt - Toler, Cherise	ctoler@tamu.edu	979.845.5887
Buyer	Buyer Email	Buyer Phone Number						
cjt - Toler, Cherise	ctoler@tamu.edu	979.845.5887						
Customer Contact: <table border="1"> <tbody> <tr> <td>Name:</td> <td>Andrea Williams</td> </tr> <tr> <td>Email:</td> <td>ACALDWELL@TAMU.EDU</td> </tr> <tr> <td>Phone:</td> <td>+1 979-458-0858</td> </tr> </tbody> </table>			Name:	Andrea Williams	Email:	ACALDWELL@TAMU.EDU	Phone:	+1 979-458-0858
Name:	Andrea Williams							
Email:	ACALDWELL@TAMU.EDU							
Phone:	+1 979-458-0858							

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	Delivery Address	
Address	335 PENNBRIGHT DR STE 104 HOUSTON, TX 77090 US	TAMUS Member: 02-Texas A&M University (02)	
Phone	+1 888-867-4210	Attn: Andrea Williams	
FOB / FREIGHT	Destination	Teaching, Learning & Culture	
Pre-Pay & Add	No	Harrington Tower	
Payment Terms	0, Net 30	Room 308	
Contract Number - Header	Choice Partners # 18/015KC-06	4232 TAMU	
Contract Number - Line	no value	College Station, TX 77843-4232	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via Best Carrier-Best Way	

Notes to Supplier

Shipping Instructions

Note to Supplier

As Per Choice Partners Contract# 18/015KC-06

Furnish and Installation as per attached Installation Terms and Conditions and Insurance Requirements.

Reference Quote 7-1858-03 CP

Attachments for supplier

Velocity - Quote ...

Installation Term...

Insurance Require...

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: 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 5	Quote: 7-1858-03CPHSSTK - Smartlink Seating 18" Task chair - Color Regatta	HSSTK-18B	EA	138.67 USD	40 EA	5,546.80 USD
2 of 5	42"W External Stiffener - Black	HLSLZ5SC54	EA	52.19 USD	21 EA	1,095.99 USD
3 of 5	Huddle Fixed Height T-Leg base for 18" top	HBMTLEG18	EA	239.74 USD	21 EA	5,034.54 USD
4 of 5	Huddle 18x60 Table Top w/T-mold	HMT1860E	EA	186.97 USD	21 EA	3,926.37 USD
5 of 5	On-site Installation	INSTALL	EA	1,800.00 USD	1 EA	1,800.00 USD
Total					17,403.70 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
