



**Texas Department of Insurance**  
**Business Unit # 45400**  
**Purchase Order # 17-0083**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **C** Date: **08/23/16** PO Method: **TC** Dispatch: **Dispatch Via Print** Rev Dt:

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** P E S ENTERPRISES, INC DBA CAPITOL COURI  
PO BOX 3182  
USA  
AUSTIN TX 78764-3182  
**United States**

**Ship To:** 2F0032 - Cameron Rd - Warehouse  
7915 Cameron Road  
Austin TX 78754  
United States

**Vendor ID:** 1742741073 7

**Bill To:** Attn: Acctng - Mail Code 108-3A  
P. O. Box 149104  
Austin TX 78714-9104  
United States

**Purchaser:** Andrea Toscano  
**Phone:** 512/676-6142  
**Fax:** 512/463-6159  
**Email:** andrea.toscano@tdi.texas.gov

**Fax:**  
**Email:** Invoices@tdi.texas.gov

**PO Information:**

Contract with Capitol Courier Services term 9/01/2016-8/31/2017  
Contract administrator: Lewis Wright  
Contract monitor: Mike Carnley

Invoicing. To ensure prompt payment, the vendor must include the following information on all invoices: (1) the above reference PO Number, (2) the above referenced Vendor ID No., and (3) any other relevant information that will confirm purchase. Failure to comply may delay payment process or cause invoice to be returned.

Certification. The terms of the contract are considered complete and payment can be made when the terms and conditions of the order have been met and the goods and/or services have been certified.

CPA Term Contract No. 962-M2 Courier/Delivery Service, Austin Area Only

Contingent with CPA managed contract

This is a blanket order whereby items will be requested, as needed, throughout the term of this contract. TDI will only pay for actual services requested and received. Services cannot exceed the amount of this purchase order without a signed purchase order revision being issued to the vendor. No quantities are guaranteed. The extended cost is an estimated cost. TDI cannot and will not guarantee any minimum or maximum purchase. TDI will only order the amount needed to satisfy operating requirements. The vendor agrees not to provide any services and/or materials until instructions are received from TDI. This purchase order has been processed with an estimated amount and TDI will process invoices for the actual amount based on services that are rendered.

Vendor Contact: Liz Rodrigues  
Phone: (512) 499-0645 (Austin)  
Phone: (214) 637-4800 (main)  
Fax: (214) 637-4803  
Email: courier2@swbell.net

**Authorized Signature**

**08/23/2016**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Contract with Capitol Courier Services term 9/01/2016-8/31/2017 Contract administrator: Lewis Wright Contract monitor: Mike Carnley .	962/24	1.0000	YR	\$2,200.00	\$2,200.00	08/23/2016
						<b>Schedule Total</b>	<input type="text" value="\$2,200.00"/>
						ReqID: 0000015880	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$2,200.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$2,200.00"/>

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

The Purchase Order Terms and Conditions can be found at:  
<http://www.tdi.texas.gov/general/aspurch.html>

**Authorized Signature**  
*Andrea Toscano*  
08/23/2016