



**Texas Department of Insurance
Business Unit # 45400
Purchase Order # 17-0177**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **09/01/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor: WEEKS AND ASSOCIATES
316 W 12th St Ste 316
Austin TX 78701-1844
United States

Ship To: 2H002 - No Physical Shipment
United States

Vendor ID: 1742876182 3

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

Purchaser: Chastity Marion
Phone: 512/676-6151
Fax: 512/463-6159
Email: chastity.marion@tdi.texas.gov

Fax:
Email: Invoices@tdi.texas.gov

PO Information:

Reference Weeks and Associates website page dated 8/26/16 for pricing. CRM

This is Blanket Order for Subpoena Services to be used on an "as needed" basis.

No quantities are guaranteed. The purchase order amount is an estimated cost. Payment will be made based upon actual services rendered and certified by the Texas Department of Insurance (TDI). Vendor agrees to provide services and/or materials only when instructed by TDI.

The purchase order amount shall not be exceeded \$200 without proper approvals and a purchase order revision.

Term: September 1, 2016 through August 31, 2017

SERVICES TO INCLUDE THE FOLLOWING:

- 1) Subpoena Service of Process in Travis County - \$70
- 2) Subpoena Service of Process Out of County - \$70 + \$40 (Adjoining Travis County)
- 3) Subpoena Service of Process Out of County - \$70 + \$30, plus \$0.60/mile (Extended Area)
- 4) Subpoena Service of Process Out of State - \$70/Subpoena plus out of state process server fee (including postage, return of service/affidavit and forwarding fee)
- 5) Rush Service in Travis County - \$30 in addition to above listed service fee.
- 6) Priority Rush Service (within 4 hours) - \$40 in addition to above listed service fee.
- 7) Witness Tender for Subpoena (Texas) - \$1 (mail), \$10 (witness) or \$11 (witness w/docs)

Vendor shall respond to all inquiries received within 30 minutes of receipt of the request. This is only applicable within normal business hours - 8:00 am - 5:00 pm, Monday through Friday. An e-mail update or phone call informing the appropriate purchasing entity of service will be executed shortly after the delivery of documents is affected.

Vendor Contact:
Samuel Weeks, Operations Manager (512) 472-9989; sweeks@weeksassociates.com
Betty Weeks, bw@carlweeks.com

TDI Contacts:
Kim Hunt, Program Contract Specialist, (512) 676-6212; kim.hunt@tdi.texas.gov
Cat Bell, Program Contract Coordinator, (512) 676-6327; catherine.bell@tdi.texas.gov
Karen Urban, Accounting, (512) 676-6172; karen.urban@tdi.texas.gov

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.

Authorized Signature

Chastity Marion, CTCM, CTAM

08/26/2016



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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.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	ESTIMATED COST FOR NEW CONTRACT FOR SUBPOENA SERVICE OF PROCESS IN COUNTY AND OUT OF COUNTY TO INCLUDE RUSH SERVICE AND OUT OF STATE SERVICE FOR PERIOD 9/1/16 TO 8/31/17	961/50	1.0000	LOT	\$200.00	\$200.00	09/01/2016
						Schedule Total	<input type="text" value="\$200.00"/>
						ReqID: 0000015803	
						Item Total for Line # 1	<input type="text" value="\$200.00"/>
						Total PO Amount	<input type="text" value="\$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

Charity Major, CTCM, CTAM

08/26/2016