

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Dest. Prepaid & Allowed	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000312685</b>
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			<b>Date</b> 03/22/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 3137 - Tyler:3303 Mineola Hwy HEALTH & HUMAN SERVICES COMMISSION 3303 Mineola Hwy PO Box 5200 Tyler TX 75702 United States

**Vendor:** 1943419039 3  
4IMPRINT CORPORATE PROGRAMS LLC  
101 COMMERCE ST  
OSHKOSH WI 549014864  
United States

**Bill To:** Invoice-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hhsc.state.tx.us

**Purchaser:** Fletcher,Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Agency Contact: Emma lake  
Phone: 903/535-4305  
EMAIL: emma.lake@hhs.texas.gov

HHSC PCS CONTACT: Patricia Fletcher  
Phone: 512-406-2538  
EMAIL: Patricia.Fletcher@hhsc.state.tx.us

VENDOR: 4Imprint  
Name Anna Doemel  
Tel # 877/446-7746, ext 8072  
Email: adoemel@4imprint.com

Please find a copy of our standard terms and conditions attached.

Please confirm receipt of this purchase order.

NOTE: FREIGHT TERMS ARE FOB DESTINATION PREPAY AND ALLOW  
Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays  
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

1-1	Magnet Clip - Jumbo - Translucent Red/Black	037-78	500.00	EA	1.12000	\$560.00	03/22/2023
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**Schedule Total**                     \$560.00

Order for Magnet Clip - jumbo - Translucent - Red/Black x 500, Protector Hand Sanitizer - 1/2 oz. x 500, Solid Color Stress Ball x 500 and Leadville 15" Laptop Backpack x 100. Please see attached quote and logo for imprint. Contact: Emma Lake Admin Asst III 903-533-4305 and emma.lake@hhs.texas.gov. Please see attached image for imprint of logo. Quote for all items from 4Imprint is also attached.

**Item Total for Line 1**                     \$560.00

2-1	Set-Up Charge for Magnet Clip	966-42	1.00	LOT	55.00000	\$55.00	03/22/2023
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**Schedule Total**                     \$55.00

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			<b>Page</b> 2

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Set up charge for order of Magnet Clip - jumbo - Translucent - Red/Black x 500. Please see attached quote and logo for imprint. Contact: Emma Lake Admin Asst III 903-533-4305 and emma.lake@hhs.texas.gov.

**Item Total for Line 2**                     \$55.00

3-1	Protector Hand Sanitizer - 1/2 oz.	037-78	500.00	EA	1.05000	\$525.00	03/22/2023
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**Schedule Total**                     \$525.00

Order for Magnet Clip - jumbo - Translucent - Red/Black x 500, Protector Hand Sanitizer - 1/2 oz. x 500, Solid Color Stress Ball x 500 and Leadville 15" Laptop Backpack x 100. Please see attached quote and logo for imprint. Contact: Emma Lake Admin Asst III 903-533-4305 and emma.lake@hhs.texas.gov.

**Item Total for Line 3**                     \$525.00

4-1	Set Up Charge for Protector Hand Sanitizer - 1/2 oz.	966-42	1.00	LOT	45.00000	\$45.00	03/22/2023
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**Schedule Total**                     \$45.00

Set up charge for order of Protector Hand Sanitizer - 1/2 oz. x 500. Please see attached quote and logo for imprint. Contact: Emma Lake Admin Asst III 903-533-4305 and emma.lake@hhs.texas.gov

**Item Total for Line 4**                     \$45.00

5-1	Solid Color Stress Ball	037-78	500.00	EA	.92000	\$460.00	03/22/2023
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**Schedule Total**                     \$460.00

Order for Magnet Clip - jumbo - Translucent - Red/Black x 500, Protector Hand Sanitizer - 1/2 oz. x 500, Solid Color Stress Ball x 500 and Leadville 15" Laptop Backpack x 100. Please see attached quote and logo for imprint. Contact: Emma Lake Admin Asst III 903-533-4305 and emma.lake@hhs.texas.gov.

**Item Total for Line 5**                     \$460.00

6-1	Set up Charge for Solid Color Stress Ball	966-42	1.00	LOT	60.00000	\$60.00	03/22/2023
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**Schedule Total**                     \$60.00

Set up charge for order of Solid Color Stress Ball x 500. Please see attached quote and logo for imprint. Contact: Emma Lake Admin Asst III 903-533-4305 and emma.lake@hhs.texas.gov

**Item Total for Line 6**                     \$60.00

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7-1	Leadville 15" Laptop Backpack - Graphite	530-25	100.00	EA	10.29000	\$1,029.00	03/22/2023
<b>Schedule Total</b>						<u>\$1,029.00</u>	
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<b>Item Total for Line 7</b>						<u>\$1,029.00</u>	
8-1	Set up charger for Leadville 15" Laptop Backpack - Graphite	966-42	1.00	LOT	55.00000	\$55.00	03/22/2023
<b>Schedule Total</b>						<u>\$55.00</u>	
Set up charge for order of Leadville 15" Laptop Backpack x 100. Please see attached quote and logo for imprint. Contact: Emma Lake Admin Asst III 903-533-4305 and emma.lake@hhs.texas.gov							
<b>Item Total for Line 8</b>						<u>\$55.00</u>	
9-1	Shipping and handling	962-86	1.00	LOT	241.49000	\$241.49	03/22/2023
<b>Schedule Total</b>						<u>\$241.49</u>	
Shipping and handling for order for Magnet Clip - jumbo - Translucent - Red/Black x 500, Protector Hand Sanitizer - 1/2 oz. x 500, Solid Color Stress Ball x 500 and Leadville 15" Laptop Backpack x 100. Please see attached quote and logo for imprint. Contact: Emma Lake Admin Asst III 903-533-4305 and emma.lake@hhs.texas.gov.							
<b>Item Total for Line 9</b>						<u>\$241.49</u>	
<b>Total PO Amount</b>						<u>\$3,030.49</u>	

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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

**Authorized By**

*Patricia Fletcher, CFO, CFCM*

03/22/2023