



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0004260

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 06/15/2023    **PO End Date:**    **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:** FRANKLIN COVEY  
 PO BOX 25127  
 SALT LAKE CITY UT 84125-0127  
 United States

**Ship To:** Texas Workforce Commission  
 2810 E MLK JR BLVD  
 AUSTIN TX 78702-1544  
 United States

**Bill To:** APPO@twc.texas.gov or  
 Texas Workforce Commission  
 101 E 15TH ST  
 RM 470  
 AUSTIN TX 78778-0001  
 United States

**Vendor ID:** 1870561599 006

**Purchaser:** Kelly A Hall  
**Phone:** (737) 667-5150  
**Fax:**  
**Email:** kelly.hall@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated Purchase \$10000 or Less

7 Habits Signature 4.0 Facilitator Kit  
 7 Habits Signature 4.0 Virtual Certification  
 Shipping Handling

TWC POC: Kaila A Cumby / kaila.cumby@twc.texas.gov / +1 (512) 936-3523

Shipping:  
 Attn: Kaila Cumby  
 2810 E MLK JR BLVD  
 AUSTIN, TX 78702-1544

Vendor Franklin Covey  
 Suzanne Mulet  
 Phone: (801) 817-5041  
 Email: suzanne.mulet@franklincovey.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	[Charles Nugent [REDACTED]] 7 Habits Certification - Covey		956/85	1.0000	LOT	\$2,350.00000	\$2,350.00	06/15/2023
							<b>Schedule Total</b>	<b>\$2,350.00</b>
						<b>ReqID:</b> 0000042815		
							<b>Item Total for Line # 1</b>	<b>\$2,350.00</b>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**06/15/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Freight		956/85	1.0000	EA	\$21.00000	\$21.00	06/15/2023
							<b>Schedule Total</b>	<input type="text" value="\$21.00"/>
							<b>Item Total for Line # 2</b>	<input type="text" value="\$21.00"/>
							<b>Total PO Amount</b>	<input type="text" value="\$2,371.00"/>

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.

**IMPORTANT CONDITIONS OF ORDER**  
 This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.  
 \* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.  
 \* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.  
 \* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.  
 Tax Exempt ID -742764775.  
 STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

**Authorized Signature**  
*Sonya Babley, CTCD, CTCM*  
Sonya Babley, CTCD, CTCM  
**06/15/2023**