



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0004506

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** I    **PO Date:** 07/06/2023    **PO End Date:**    **PO Method:** IT    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** LANGUAGE LINE  
 PO BOX 202564  
 DALLAS TX 75320-2564  
 United States

**Ship To:** Texas Workforce Commission  
 4405 SPRINGDALE RD  
 RM 144T  
 AUSTIN TX 78723  
 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:** 1770586710 000

**Purchaser:** Michael Kagan  
**Phone:** (737) 400-5664  
**Fax:**  
**Email:** michael.kagan@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Quote # 2023-11862

DIR-TSO-4151

Delegated purchase \$10,000 or less

POC - Lindsay R Hill  
 (512) 936-4492  
 lindsay.hill@twc.texas.gov

Language Line translation services for CQIP Desk Aid Texas Rising Star Certification Checklist, including translation, editing, proofreading, formatting, and project management. Funding source: regular CCDF/discretionary ("miscellaneous" category)

| Line-Sch: | Line Description:  | PCA: | Class/Item: | Quantity: | UOM: | Unit Price:   | Extended Amt: | Due Date:  |
|-----------|--|------|-------------|-----------|------|---------------|---------------|------------|
| 1-1       | FY23 LanguageLine<br>Translation Services for<br>CQIP Desk Aid & Texas<br>Rising Star Certification<br>Checklist |      | 961/17      | 1.0000    | EA   | \$1,505.56000 | \$1,505.56    | 07/23/2023 |

**Schedule Total**

**ReqID:**  
0000043215

**Item Total for Line # 1**

**Total PO Amount**

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.

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**07/06/2023**



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**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*

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**07/06/2023**