STATE OF TEXAS
PURCHASE ORDER

1. Agency Name & No. **TEXAS STATE LIBRARY & ARCHIVES COMMISSION** 306 Tax Exempt agency of the Texas State Government	**4. Purchase Order No.** 306-16-8066	**12. HUB:** N/A	**13. Order Type:** Service
	5. PCC	**14. Vendor Identification No:** [redacted]	
2. Agency Billing Address **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	**6. Current Document No.** DT-9	**15. Vendor Address:** UT Printing Services - Document Solutions PO Box 7727 Austin, TX 787137727	
	7. Document (order) amt $941.52		
	8. REF DOC		
*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."		**16. Vendor Contact Info:** Juliana Gutierrez **Phone:** (512) 471-5464 **Fax:** (512) 471-1876 **Email:** julianag@austin.utexas.edu	
	9. Service Period or Expected Delivery Date: 9/11/2015		
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	**10. Agency Contact:** Pam Rodriguez **Email:** prodriguez@tsl.texas.gov	**Phone:** (512) 463-3037 **Fax:** (512) 475-3393	
	11. TSLAC Project Contact: Ashley Stevens **Email:** astevens@tsl.texas.gov	**Phone:** (512) 463-9807	

17. Description

Printing Services of the 2015 Archives Month Posters. Quote is attached.

Digital file will be provided by Stephen Siwinski; Email: ssiwinski@tsl.texas.gov; Phone: (512) 463-5514.

Vendor is not to exceed the total amounts on the PO, without prior approval and amendment to this PO by the TSL Purchasing Department.

Grant Number: NAR15-RC-10217-15 – FFY 2015 | CFDA: 89.003 - National Historical Publications and Records Grants | National Historical Publications

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52285	16	7273	7599	$941.52	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Poster Size: 16"x24"; Qty: 1,500 1,400 posters will be folded to 8"x12" (two folds) 100 posters will be delivered flat	966-57	1	Lot(s)	$941.52	$941.52

INVOICE TO FOLLOW **Grand Total** $941.52

26. Legal Cites: Texas Government Code, Title 7, Chapter 771 - The Interagency Cooperation Act

27. Division Tracking Number: ARIS 15-374

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

28. Approval Signature	Date	29. Vendor Signature	Date
P Rodriguez	8/26/2015		

Printing Services
471-5464
Document Solutions
www.utexas.edu/documentsolutions

August 21, 2015
Estimate: 22613

Pam Rodriguez
State-Library & Archives Commission
1201 Brazos, Dock Area/G-007

E-Mail: invoices.accounting@tsl.state.tx.us

UT Printing Services is pleased to submit the following quote as requested, based on the specifications provided:

Description:

J# 1833310820 Archives Month Poster 2015:
16"x24", CMYK/0, With bleeds,
1400 fold to 8"x12", 100 delivers flat size,
Carton pack folded posters, Kraft wrap flat ones.

Stock: 100# White Flo Gloss Text

We understand that you will be providing:

Compatible File

Quantity	**1,500**
Price	941.52

Additional comments: If you have any questions or need additional information, please feel free to call. Thank you for the opportunity to serve you. Please note that above pricing is valid for 30 days!

Juliana Gutierrez

DH

Print Job Request Form (for print jobs over $1000)
Must be filled out and submitted with a PR

Name:	***Suzanne Holman*** (Creative Media Designer/Comm Office) ***Ashley Stevens*** (Project manager)	Phone Number:	**512-463-5447** (Suzanne desk) 512-444-3446 (Suzanne cell) **512-463-9807** (Ashley's desk)
Need by Date:	Monday, September 11, 2014	Time Needed by:	5:00PM
Project Due Date:	Monday, September 11, 2014	Project File Ready by:	5:00PM Friday, August 28, 2015 (or before)
Job Name/Form #:	2015 ARIS-THRAB Texas Archives Month Poster		

Type of Job (check all that apply)									
Booklet		Single Sheet	X	Envelope		Bindery	X	Mail/Fulfillment	

Proof Requested (check)					
Soft Proof		Hard proof: Color	X	Hard proof: Imposition	

Single Sheet

Quantity	**1500**

Please provide the quantity you wish to have printed above and note any additional quotes on different quantities you would also like to receive below.
This poster will require a 4-6 color process printing trimmed to 24" wide by 16" high. 1400 of the posters should be folded (two folds) to 8" X 12". No tabs. The remaining 100 pieces should remain flat.

Stock	100# gloss text	Flat Size	Trim to 24" wide by 16" high
Stock Color	White	Finished Size	Folded pieces (1400 pieces) will finish to 8" X 12"
Inks	4-6 color process		
Bleeds (Yes or No)	Yes – full	Varnish (None, Gloss, Satin, Matte, Aqueous, UV)	Gloss

Print Job Request Form (for print jobs over $1000)
Must be filled out and submitted with a PR

Additional Single Sheet Information

Bindery Operations (Check all that apply)

Trimming	X	Drilling		Folding	X
Foil Stamping		Scoring		Wire-O	
Perforating		Plastic Coil		Page Numbering	
GBC		Saddle Stitching		Perfect Binding	
Corner Stitching		Book Stitching (Top)		Die Cutting	
Chip Board		Paper Banding (Qty)		Shrink Wrap (Qty)	
Padding (Qty per pad)		Tape Binding (Qty)			

Additional Binding Information
This poster will be trimmed to 24" wide by 16" high. 1400 pieces should be folded (two folds) to 8" X 12. No tabs. The remaining 100 pieces should remain flat.

Delivery Method

Note: If the requesting agency does not specify a delivery method, the print shop will utilize the least expensive means available to deliver the job.

Pick up	X (if in Austin)	USPS		Agency		PSI	
State Mail Office		Drop Shipment		Other (please specify)	If not printed in Austin, please deliver by the least expensive means to guarantee delivery by September 22, 2014.		