

**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. 306-16-8110	12. HUB: WO/F	13. Order Type: Service
	5. PCC E	14. Vendor Identification No: XXXXXXXXXX	
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.	15. Vendor Address: Language USA, Inc. PO Box 670307 Dallas, TX 75267	
	7. Document (order) amt \$950.00	16. Vendor Contact Info: Erin Jane Kelley Phone: (888) 292-3405 Fax: (866) 700-0008 Email: contact@languageusa.com	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	8. REF DOC	9. Service Period or Expected Delivery Date: 9/17/2015 - 8/31/2016	
	10. Agency Contact: Pam Rodriguez Email: prodriquez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	11. TSLAC Project Contact: Diana Rivera Email: drivera@tsl.texas.gov		Phone: (512) 463-2582

17. Description

Blanket order for translations services for the period of September 1, 2015 - August 31, 2016. Average of four newsletters per year. Preferred words are attached.

Translation rate from English to Spanish by an accredited translator: \$0.13 per word. Includes editing and proofreading.

This purchase order is to be used on an as needed basis and may be used in part, in whole, or not at all as deemed necessary by the Texas State Library and Archives Commission. Purchase Order Terms & Conditions and Invoicing Instructions are attached. Vendor should note that the annual total of the invoice amounts cannot exceed the total purchase order amount without prior approval from the Purchasing Department.

This contract is contingent upon the continued availability of appropriations and may be cancelled with no additional cost to the agency if appropriations become unavailable. If this contract is cancelled due to unavailability of appropriations, the agency will only pay for services that have already been rendered up to the date of cancellation.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	43141	16	7299	7403	\$950.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Average of four newsletters per year. Preferred words are attached.	961-75	5	Job(s)	\$190.00	\$950.00

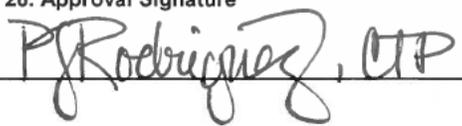
Grand Total \$950.00

26. Legal Cites:

27. Division Tracking Number: TBP 16-17

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 9/17/2015	29. Vendor Signature	Date
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