

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8200	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> 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	<b>6. Current Document Num</b>	<b>15. Vendor Address:</b> TerryBerry Company 2033 Oak Industrial Drive NE Grand Rapids, MI 49505	
	<b>7. Total Encumbrance</b> \$475.00	<b>16. Vendor Contact Info:</b> Lillian McBeth <b>Phone:</b> (214) 847-1813 <b>Fax:</b> <b>Email:</b> lmcbeth@terryberry.com	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 11/9/2015 - 8/31/2015	
	<b>10. NIGP Code</b> 962-33	<b>11. Agency Contact:</b> Pam Rodriguez <b>Email:</b> prodriguez@tsl.texas.gov <b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393	

**17. Description**

Service Awards Provider. Vendor requires a one Time Tooling Fee for the State of Texas Seal for the Service Awards. Approval Form is attached.  
 TSLAC Terms & Conditions and Invoicing Instructions are attached.

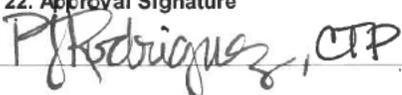
18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT
001	08111	16	7211	7399	\$67.86
002	09111	16	7211	7399	\$67.86
003	09301	16	7211	7399	\$67.84
004	17111	16	7211	7399	\$67.86
005	43111	16	7211	7399	\$67.86
006	52111	16	7211	7055	\$67.86
007	66111	16	7211	7699	\$67.86
<b>Total:</b>					\$475.00

**19. Legal Cites:** TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

**20. Division Tracking Number:** ADM 16-062

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 #11.

Confirmation of receipt is required, please sign box #23 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

<b>22. Approval Signature</b> 	<b>Date</b> 11/9/2015	<b>23. Vendor Signature</b>	<b>Date</b>
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Terryberry Company  
2033 Oak Industrial Dr. N.E.  
Grand Rapids, MI 49505

To whom it may concern:

This letter serves as written authorization for the Terryberry Company to cut the tooling necessary to manufacture award jewelry for Texas Library and Archives Comission State

Terryberry's guarantee is that the finished product will duplicate the artwork that their design department prepared for Donna's approval.  
The artwork number approved is:  
TD004511

It is also understood that this one time die charge of \$475 is payable in advance and covers a portion of the labor involved in preparing our tooling. Given the custom nature of this work, tooling charges are billed as soon as the order is placed. These labor charges do not repeat as long as the reorder can be manufactured using the original tooling. Terryberry reserves the right to requote tooling charges to comply with revised specifications.

Die, cuts, molds, tools, hobs, templates, etc. produced by Terryberry Company and used in the manufacture of awards remain the property of the Terryberry Company. **Terryberry shall retain title to all products manufactured by Terryberry for you until Terryberry receives payment for such products, regardless of whether or not such products have been shipped and/or received by you.**

Once an order is placed, you will receive written acknowledgement from Terryberry. Included in this notice is the ship date, method of shipment and of course, the details of the order. This is not to be paid from but to check for accuracy. The actual invoice will not arrive until after the awards are delivered. These items along with other Terryberry correspondence may arrive via facsimile and/or email.

Sincerely,



Signature of Authorized Agent

CFO

Title

Texas State Library & Archives Commission

Company

Date 11/9/15