



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Feb 13, 2020</b>	<b>AB0519641</b>	<b>0</b>
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
<b>Buyer Contact:</b>		
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>
ctd - Douglas, Corey	ctdouglas@pvamu.edu	936.261.1935
<b>Customer Contact:</b>		
Name:	Demitra Waters	
Email:	DGWATERS@PVAMU.EDU	
Phone:	+1 936-261-1596	

### Sales Tax Exemption

Prairie View A&M University is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of the Prairie View A&M University.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

### Order acceptance instructions:

**Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Prairie View A&M's Department of Procurement and Disbursement Services prior to shipping or performance. This Purchase Order is governed by the laws of the State of Texas and Prairie View A&M's Terms & Conditions, which are available online: <http://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/PVAMU-Ts-Cs-FINAL.pdf>**

Supplier Information		Delivery Information	
Supplier Name	KATHY NORRIS HALL L L C dba ATIME4Marketing	<b>Delivery Address</b>	
Address	3409 Charleston St. Houston, TX 77021 US	TAMUS Member:	05-Prairie View A&M University (05)
Phone	+1 713-369-4358	Attn:	Demitra Waters
Fax	+1 866-628-7702	Office of Development	
FOB / FREIGHT	Destination	c/o Central Receiving Warehouse	
Pre-Pay & Add	No	Room	Suite 200
Payment Terms	0, Net 30	1178 Reda Bland Evans St	
Contract Number - Header	RFP 715-19-Development Communications Strategist	MS 1200	
Contract Number - Line	<i>no value</i>	Prairie View, TX 77446	
Quote number		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Attachments for supplier

ATIME4MarketingQu...

#### PO Clauses

Header	001	No Collect Freight	Neither COD nor "Collect" freight or handling charges will be accepted.
		Charges Accepted	

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 6	Graphic Design-96 pg Annual Report	n/a	JA	13,590.00	1 JA	13,590.00

				USD		USD
2 of 6	Print & Mail-96 pg Annual Report w/Outer Envelope, Soft Ask Letter; Return Envelope; (April 24 Target Mail Date)	n/a	JA	43,800.00 USD	1 JA	43,800.00 USD
3 of 6	Postage & Freight Cost Fulfillment-Postage and Shipping	n/a	JA	5,900.00 USD	1 JA	5,900.00 USD
4 of 6	Digital Publishing-56 Pages Production & 1 yr hosting cost-April17 Target Digital Ready Date	n/a	JA	2,390.00 USD	1 JA	2,390.00 USD
5 of 6	Graphic Design-Digital Art/Creative Costs	n/a	JA	2,250.00 USD	1 JA	2,250.00 USD
6 of 6	Programming-Email Template	n/a	JA	600.00 USD	1 JA	600.00 USD
				Total		<b>68,530.00 USD</b>

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail abvendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Prairie View A&amp;M University- Accounts Payable ***Do Not Mail Invoices*** Email invoices to Payables@pvamu.edu P.O. Box 519 MS 1311 Prairie View, TX 77446-0519 United States</p>