



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address	Information
Vendor Address Number 150221 BUILDING COMMUNITY WORKSHOP 1414 BELLEVIEW STREET SUITE 150 DALLAS TX 75215 USA	Purchase Order Number/Date 4500306677-0 / 07/30/2019 CoH Vendor Number 150221 Page 1 of 2 Buyer's Name Coryie J. Gilmore 457 Buyer's Telephone Number 832-394-6306 Buyer's Fax Number Buyer's E-mail Address Coryie.gilmore@houstontx.gov
Mail Invoice to	CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS
COH HOUSING & COMMUNITY DEV FINANCIAL SERVICES SEC, ACCT PAY P.O. Box 1562 HOUSTON TX 77251-1562	

Shipping Address	HOUSING & COMMUNITY DEVELOPMENT PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002 USA	
Terms of payment :	Pay net 30 w/o deduction	Currency USD
Shipping Terms	FOB(Free on board) /DESTINATION	
Your person responsible:	BRENT BROWN Housing In Housing Resource Guide	
City of Houston Contact: Sara Labowitz Office: (832) 394-6295 Email: sara.labowitz@houstontx.gov		

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	96546 GRAPHIC DESIGN SVCS HOUSING IN HOUSTON RESOURCE GUIDE	10,430.00 / AU	10,430.00
	Gross Price		10,430.00 USD 1 AU	1.000	10,430.00
			Expected value of unplanned services: 10,430.00		
			Delivery Date: 08/15/2019		
20	1.00	AU	96546 GRAPHIC DESIGN SVCS HOUSING IN HOUSTON RESOURCE GUIDE	10,430.00 / AU	10,430.00
	Gross Price		10,430.00 USD 1 AU	1.000	10,430.00
			Expected value of unplanned services: 10,430.00		
			Delivery Date: 08/15/2019		



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PO number/date 4500306677 -0 / 07/30/2019 Page 2 of 2

Total ****	USD 20,860.00

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Subramanian Suresh

Mayor

Jerry Adams

Chief Procurement Officer

C. B. Brown

Controller

Housing and Community Development

PROCUREMENT REQUEST FORM	
<p><small>Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.31) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required. * Required Fields [must be completed]</small></p>	
Description of Purchase *	Housing in Houston Resource Guide
Deadline Date of Request: *	10/15/2019
Requester Name: *	Guillory, Beverly - HCD
Requester Phone Number: *	832-394-6335
<p>Brief Description of Scope of Work for Goods/Services:</p> <p>The Housing and Community Development Department is seeking bids for a Housing in Houston Resource Guide. The guide is envisioned as a resource to low- and moderate-income households seeking information about housing programs and services and who do not regularly use the Internet. The guide should encompass program information, contact numbers, and application information for a range of housing programs offered by the Housing and Community Development Department, as well as the Houston Housing Authority and other non-profit partners. These programs include, but are not limited to: home repair, disaster recovery home-repair, homebuyer assistance, subsidized rental housing, housing voucher programs, homelessness services, fair housing, housing for people with HIV/AIDS, and housing counseling. The finished guide should be 50 - 75 pages in length and easily and cheaply printed for distribution. It should offer clear, user-friendly guidance about how to access different programs, similar to an activities catalogue from the Parks Department. The selected contractor will be expected to review existing materials and website information; conduct 5 - 10 interviews with Housing and Community Development staff, community members, and non-profit partners; produce original draft text to describe each program and how to access it; conduct two rounds of text revisions; and produce a final product that includes brand-consistent graphics design in a printer-ready format that can be edited using Adobe Creative Cloud and InDesign. The final product is expected to be completed by October 15, 2019.</p> <p>Vendor we can solicit bids from:</p> <p>BC Workshop Think Langrand Evan O'Neil studio</p> <p><small>Note: Please allow a minimum of three (3) days for bid responses.</small></p>	
PR# 10265112	
FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5000 42	Status: Pending
Funding Source: C066	Purchase Order No#: 4500306677
Cost Center: 3200030002	Name of Vendor: Building Community Workshop
G/L Account: 522430	Date Processed:
Business Area: 3250	Date Received: 7/15/19
Internal Order: 032000001-19	Total Amount: \$20,860.00
BFY: 2019	Procurement Staff: Coryie Gilmore 107630
Grant: 32000001-2019	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:
Justification of Need for Goods/Services	Procurement Notes:
Requestors Signature: <i>[Signature]</i> Date: 7/11/19	Supervising Manager (Purchase under \$5,000) Manager: <i>[Signature]</i> Date:
Buyer's Signature: <i>[Signature]</i> Date: 7/29/19	Funds Approval Signature: <i>[Signature]</i> Date: 7/29/19

e107630 7/29/19

DR Funding

Fund Number: 5030

Funding Source: DR HARVEY

Cost Center: 3200030002

G/L Account: 522430

Business Area: 3200

Internal Order: AP3200077-19

BFY: 20

Grant: 32000077-2019

Funds Reservation:

Funds Approval Mgr: 

Guillory, Beverly - HCD

From: Labowitz, Sarah - HCD
Sent: Thursday, July 11, 2019 1:15 PM
To: Guillory, Beverly - HCD
Subject: RE: Updates

Thanks! Let's start with...

[bc] Workshop
Think Langrand
Evan O'Neil studio

Sarah Labowitz
832.394.6295 (office)
713.208.0125 (mobile)

From: Guillory, Beverly - HCD
Sent: Thursday, July 11, 2019 1:11 PM
To: Labowitz, Sarah - HCD <Sarah.Labowitz@houstontx.gov>
Subject: RE: Updates

Hi Sarah,

Can you please provide me the list of vendors you have in mind that we can solicit bids from?

Thank you,

Beverly Guillory
Administrative Assistant

City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832.394.6335 (office)
www.houstontx.gov/housing
www.recovery.houstontx.gov
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

From: Moton, Clarence - HCD
Sent: Thursday, July 11, 2019 12:48 PM
To: Guillory, Beverly - HCD <Beverly.Guillory@houstontx.gov>
Subject: RE: Updates

Hello Beverly
Yes,

Submit the request in SharePoint, attach any supporting documentation to the request. Obtain all required signatures and bring the approved request to Procurement Services.

should offer clear, user-friendly guidance about how to access different programs, similar to an activities catalogue from the Parks Department. The selected contractor will be expected to review existing materials and website information; conduct 5 – 10 interviews with Housing and Community Development staff, community members, and non-profit partners; produce original draft text to describe each program and how to access it; conduct two rounds of text revisions; and produce a final product that includes brand-consistent graphic design in a printer-ready format that can be edited using Adobe Creative Cloud and InDesign. The final product is expected to be completed by October 15, 2019.

Beverly, unless anyone objects, can you go ahead and work with Clarence to initiate this request? I have a few vendors in mind that we can solicit bids from.

Sarah Labowitz

832.394.6295 (office)

713.208.0125 (mobile)

From: Hayes, Carey - HCD

Sent: Wednesday, July 10, 2019 10:30 AM

To: Clement, Stephanie - HCD <Stephanie.Clement@houstontx.gov>; lbe, Orie - HCD <Orie.lbe@houstontx.gov>; Labowitz, Sarah - HCD <Sarah.Labowitz@houstontx.gov>; Porter, Onecca - HCD <Onecca.Porter@houstontx.gov>; Garza, Sandra - HCD <Sandra.Garza2@houstontx.gov>

Cc: McCasland, Tom - HCD <Tom.McCasland@houstontx.gov>

Subject: Updates

As a follow up to yesterday's meeting:

1. Ticket has been opened to install PC's on the 9th floor, in 905 and 937. Once installed, we will have a schedule for Housing Specialists to work upstairs to cover any walk in applicants that visit 2100 Travis without appointments. This will resolve the issue of not being able to track down a Housing Specialist to meet with walk-in applicants.
2. I am working with IT to determine the capabilities of the Cisco phone system, as we would like to have the desk phones roll over to staffs City Issued cell phones when "working" out of the office. The areas targeted right now are Inspectors and Construction. Please advise if there are other areas that should be on this list. Also, working on having voicemails trigger an email to the recipient that they can play from their email as well.
3. Meeting with 311 today to discuss the calls being transferred to HCDD. Will follow up post meeting.
4. Working on a draft for a Cell Phone Policy, to include expectations and protocols to follow when out of the office etc.

Thanks,

Carey G. Hayes

Disaster Recovery Division

City of Houston

Housing and Community Development Dept.

2100 Travis Street | 4th Floor | Houston TX 77002

832.394.5381 (office)

346.339.4435 (mobile)

www.houstontx.gov/housing

www.recovery.houstontx.gov

Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

Gilmore, Coryie - HCD

From: Labowitz, Sarah - HCD
Sent: Friday, July 26, 2019 3:15 PM
To: Gilmore, Coryie - HCD
Cc: Porter, Onecca - HCD
Subject: housing navigation guide

Coryie,

Thank you for soliciting the three responses to our scope of work for a housing navigation guide. [bc] Workshop was the strongest response. Their response included examples of similar work (“Lucha Guides”) to the guide that we are looking to produce, and was the most detailed in terms of prior housing and design experience. Please move forward with [bc] Workshop.

Thanks again,
Sarah

Sarah Labowitz
Assistant Director
Policy and Communications

City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th floor | Houston, TX 77002
832.394.6295 (office)
713.208.0125 (mobile)
www.houstontx.gov/housing
www.recovery.houstontx.gov
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)



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REQUEST FOR QUOTATION

Vendor Address
Vendor Address Number 150221
 BUILDINGCOMMUNITY WORKSHOP
 1414 BELLEVIEW STREET SUITE 150
 DALLAS TX 75215
 USA
 Salesperson: THOR ERICKSON

Return Quote to:

Information
THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000087064 / 07/16/2019
 CoH Vendor Number 150221
 Page 1 of 2
 Buyer's Name Coryie J. Gilmore 457
 Buyer's Telephone No 832-394-6306
 Buyer's Email Address Coryie.gilmore@houstontx.gov
 Collective Number CJG 026
 Requirement Number C.GILMORE

CONFIRM RECEIPT OF REQUEST FOR QUOTATION TO BUYER'S E-MAIL ADDRESS

Quotes are due by close of business on: 07/23/2019
 Quotes are valid until close of business on: 10/23/2019

Shipping Address City of Houston
 HOUSTON TX 77002
 USA

Delivery Date: 10/15/2019

Your person responsible: THOR ERICKSON

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	96546 GRAPHIC DESIGN SVCS HOUSING IN HOUSTON RESOURCE GUIDE		\$20,860
<p>The Housing and Community Development Department is seeking bids for a Housing in Houston Resource Guide. The guide is envisioned as a resource to low- and moderate-income households seeking information about housing programs and services and who do not regularly use the internet. The guide should encompass program information, contact numbers, and application information for a range of housing programs offered by the Housing and Community Development Department, as well as the Houston Housing Authority and other non-profit partners. These programs include, but are not limited to: home repair, disaster recovery home-repair, homebuyer assistance, subsidized rental housing, housing voucher programs, homelessness services, fair housing, housing for people with HIV/AIDS, and housing counseling. The finished guide should be 50 # 75 pages in length and easily and cheaply printed for wide distribution. It should offer clear, user-friendly guidance about how to access different programs, similar to an activities catalogue from the Parks Department. The selected contractor will be expected to review existing materials and website information; conduct 5 # 10 interviews with Housing and Community Development staff, community members, and non-profit partners; produce original draft text to describe each program and how to access it; conduct two rounds of text revisions; and produce a final product that includes brand-consistent graphic design in a printer-ready format that can be edited using Adobe Creative Cloud and InDesign. The final product is expected to be completed by October 15, 2019.</p> <p>The item covers the following services:</p>					
	10		HOUSING IN HOUSTON RESOURCE GUIDE	1.00 AU	



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 2

RFQ number/date 6000087064 / 07/16/2019

**DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF
QUOTING OTHER THAN WHAT IS SPECIFIED**

Total

\$20,860

*1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

___ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name: Brent Brown

Supplier's Title: Board Chair, buildingcommunityWORKSHOP

Address: 1414 Belleview St., Suite 150

Telephone Number: 214-252-2900

Fax Number: _____

E-mail Address: brent@bcworkshop.org

Supplier's Signature: 

Date: July 23, 2019

Statement of Capability



PREPARED FOR

City of Houston
July 22, 2019

PREPARED BY

buildingcommunityWORKSHOP

1414 belleview st., suite 150
dallas tx 75215
omar@bcworkshop.org
bcworkshop.org





1414 belleview st., 150
dallas, tx 75215

609 east 11th street
brownsville, tx 78520

1025 vermont ave nw
suite 606
washington, dc 20005

July 23, 2019

City of Houston
Houston TX 77002

Delivered via email to: Cory.egilmore@houstontx.gov

Re: Houston Housing Resource Guide

Dear Review Committee,

We are pleased to submit our Capabilities to the City of Houston's RFQ for the Houston Housing Resource Guide. buildingcommunityWORKSHOP [bc] works to improve the livability and viability of cities, and ensuring that all residents have access to the information they need is a big part of that mission.

Our fee proposal for this work is as follows:

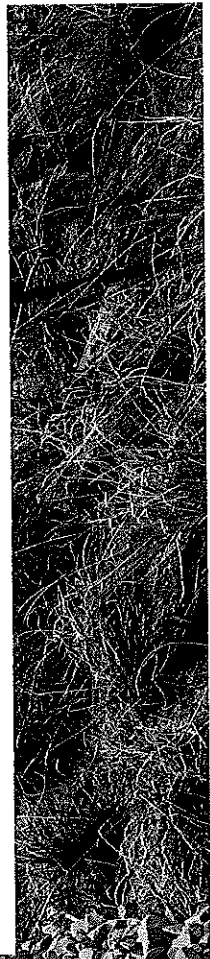
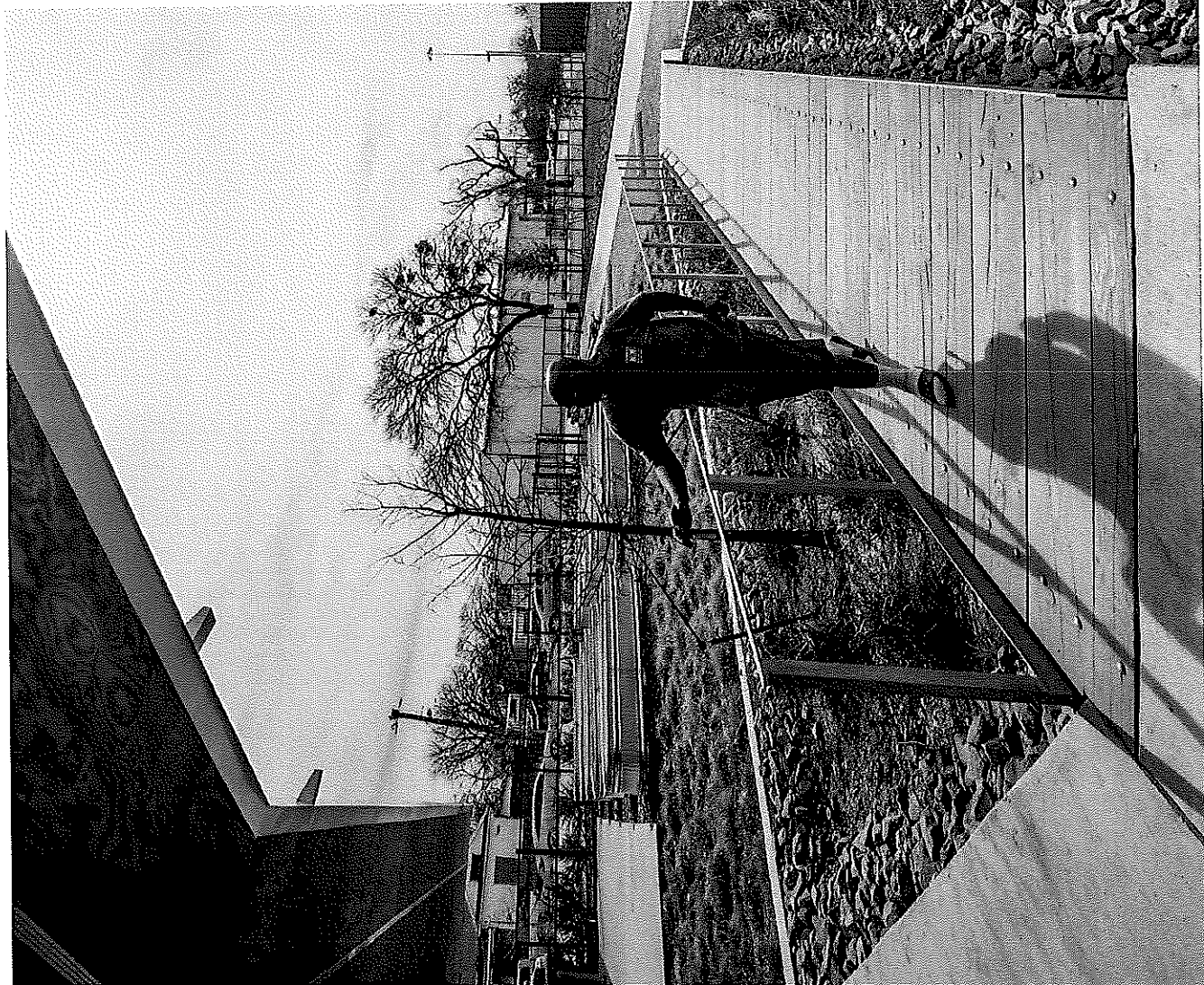
Staff time:	\$18,160
Travel:	\$2,700
TOTAL:	\$20,860

In the pages that follow, you will find an overview, our capabilities, as well as relevant work samples and CVs of our project team. Please do not hesitate to contact me with questions or to discuss this proposal further.

Sincerely,



Brent Brown, AIA
Founder & Board Chair



OVERVIEW

buildingcommunityWORKSHOP is a Texas based nonprofit community design center seeking to improve the livability and viability of communities through the practice of thoughtful design and making. [bc] has 12 employees and earned its 501(c)(3) status in 2008. [bc] was established in Dallas in 2005 and opened offices in Brownsville in 2011, Houston in 2013, and Washington DC in 2016.

[bc] has the following core competencies:

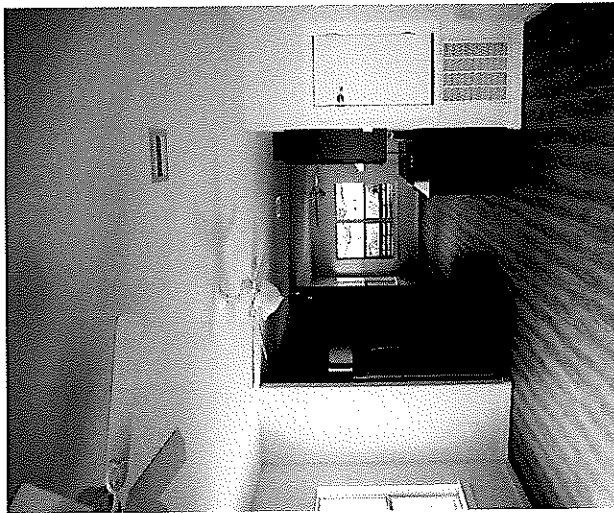
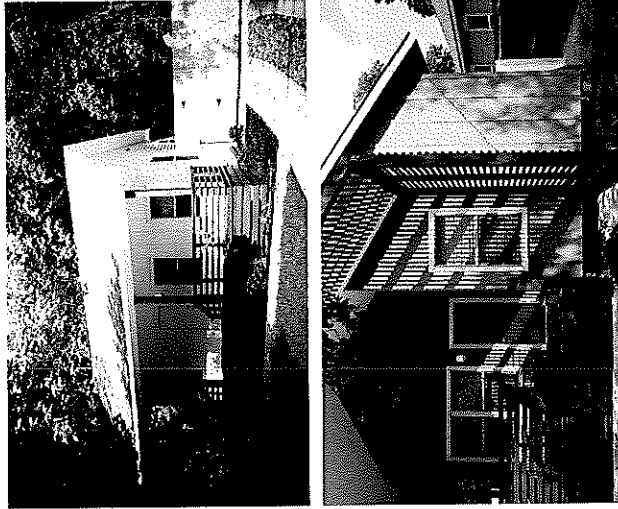
- Affordable housing production in Houston
- Community engagement
- Graphic design
- Partnerships with local community organizers

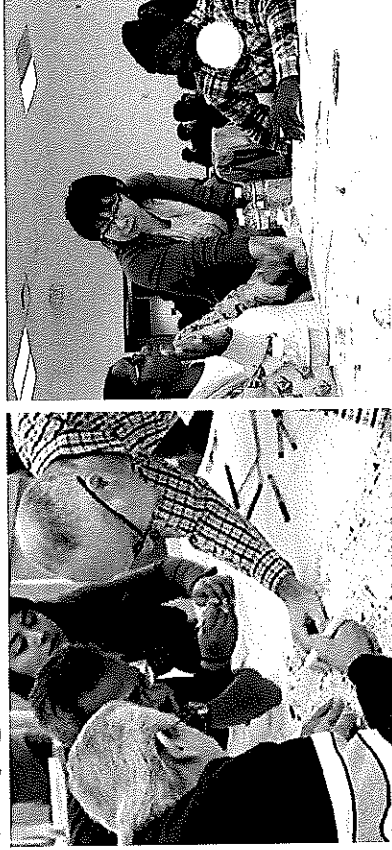
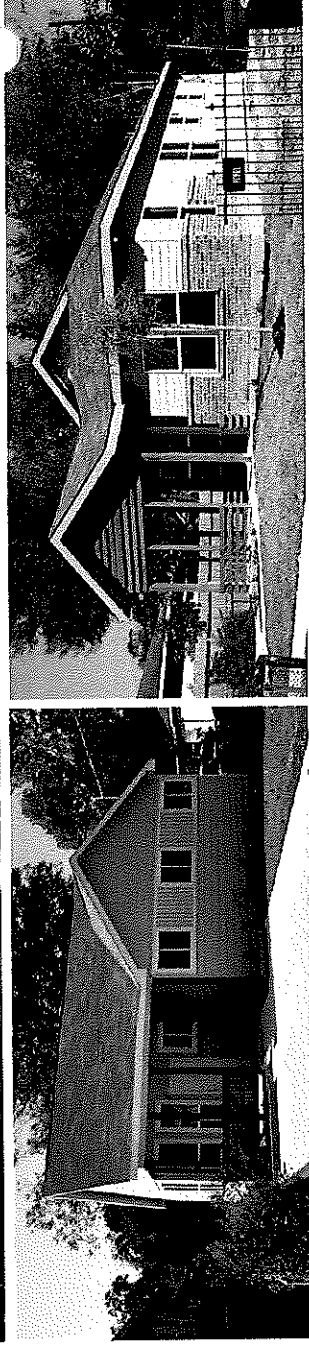
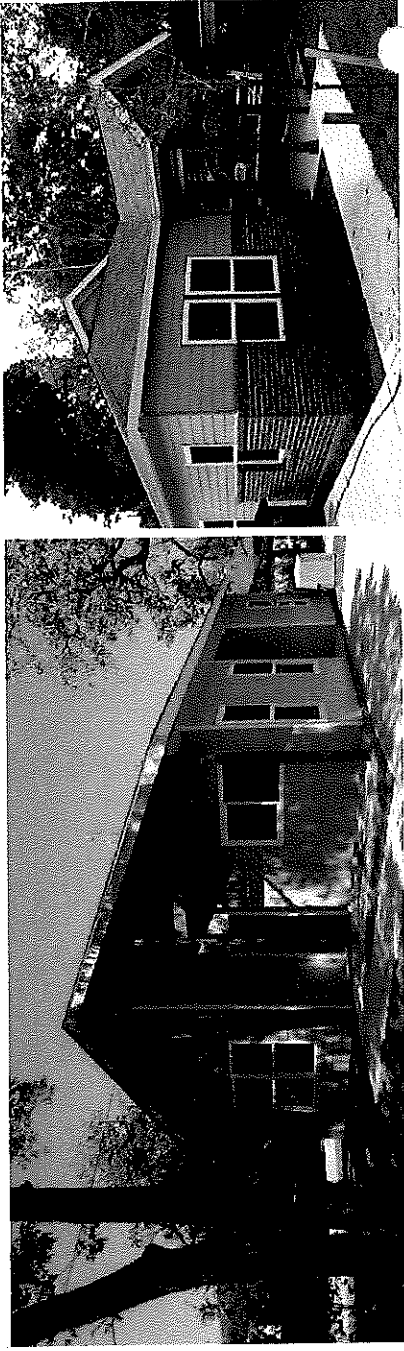
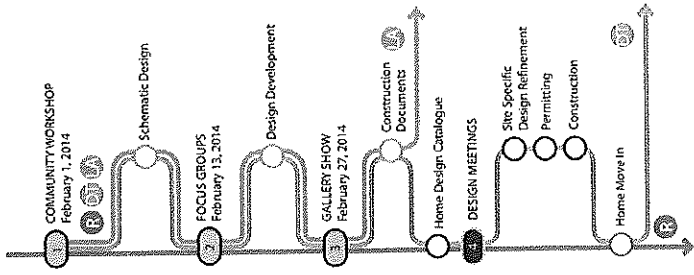


ACRES HOMES

Designers: Omar Hakeem, Elaine Morales Diaz, Christine Nguyen. Project Dates: Ongoing

Building off of our work with the Disaster Recovery Round 2 (DR2) program, [bc] is partnering with the City to design 18 new, single-family homes in the Acres Homes neighborhood. Through DR2, we had the opportunity to work with local designers in developing a Community Engagement process to set contextual and programmatic design preferences for the targeted neighborhoods and to produce informed schematic home designs, including floor plans and elevations. Taking into consideration lessons learned from our affordable housing projects and the recent changes to the floodplain ordinance in Houston, [bc] worked to adapt the designs to pier and beam foundation as well as to increase their spatial efficiencies. These home designs are based on the feedback received during the DR2 engagement process, individual design meetings with over 300 households, and our recent participation in the Acres Home neighborhood design charrette through the Complete Communities initiative.





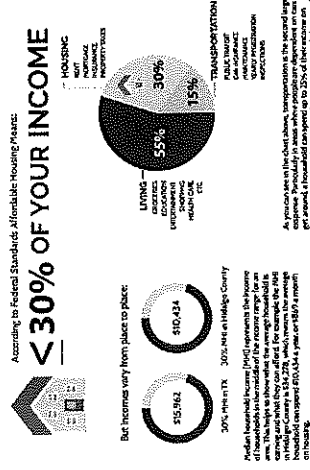
DISASTER RECOVERY ROUND 2

Project Team: Omar Hakeem; Elaine Morales. Project Dates: 2017-2018

As a part of Round 2 of the City of Houston's Disaster Recovery Program (DR2), the design team, led by [bc] and supported by Gulf Coast Community Design Studio, Unabridged Architecture, and the University of Houston Community Design Resource Center, delivered disaster recovery housing following hurricanes Ike and Dolly. The team maintained a commitment to delivering high-quality cost-effective sustainable designs that respect the communities interests and character while offering individual homeowner choice. In order to achieve this, the design team developed an engagement process involving neighborhood residents, community leaders, and local design architects. In total, 6 neighborhoods, 300 residents, and 10 local firms were engaged.

What Does Affordable Housing Mean?

Housing that is financially accessible is often called affordable housing, but what does affordable mean? Affordability housing that is affordable for you, given your monthly or annual income, as well as your other expenses.



Housing Expenses

When choosing housing that you can afford, make sure you think about other housing related costs. Budgeting for these expenses will help you avoid surprise bills.

Other expenses to think about when choosing to buy or rent a home or apartment:

RENTAL

Home and Rental expenses include: rent, utilities, maintenance, and other costs. Some landlords offer incentives like reduced rent for long-term tenants or reduced rent for those who pay rent in advance. Some landlords also offer incentives like reduced rent for those who pay rent in advance.

PROPERTY TAXES

Property taxes can change from year to year. Some states have a cap on property taxes, but many do not. Property taxes can change from year to year. Some states have a cap on property taxes, but many do not.

UTILITIES

Utilities include: gas, water, electricity, and other services. Some landlords offer incentives like reduced rent for those who pay utilities in advance. Some landlords also offer incentives like reduced rent for those who pay utilities in advance.

MAINTENANCE COSTS

Maintenance costs include: repairs, painting, and other costs. Some landlords offer incentives like reduced rent for those who pay maintenance in advance. Some landlords also offer incentives like reduced rent for those who pay maintenance in advance.

3



The LUCHA Library

The LUCHA Library is a community education initiative in Texas Rio Grande Valley that seeks to build the capacity of organized residents to change land use and development policy, and cultivate relationships between colonia residents and local authorities. Using education, trainings, advocacy, and action oriented planning, LUCHA creates community driven change and, in turn, safer, healthier, and more resilient communities.

The LUCHA Library is a community education initiative in Texas Rio Grande Valley that seeks to build the capacity of organized residents to change land use and development policy, and cultivate relationships between colonia residents and local authorities. Using education, trainings, advocacy, and action oriented planning, LUCHA creates community driven change and, in turn, safer, healthier, and more resilient communities.

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LUPE (Land Use Planning and Education) is a community education initiative in Texas Rio Grande Valley that seeks to build the capacity of organized residents to change land use and development policy, and cultivate relationships between colonia residents and local authorities. Using education, trainings, advocacy, and action oriented planning, LUCHA creates community driven change and, in turn, safer, healthier, and more resilient communities.

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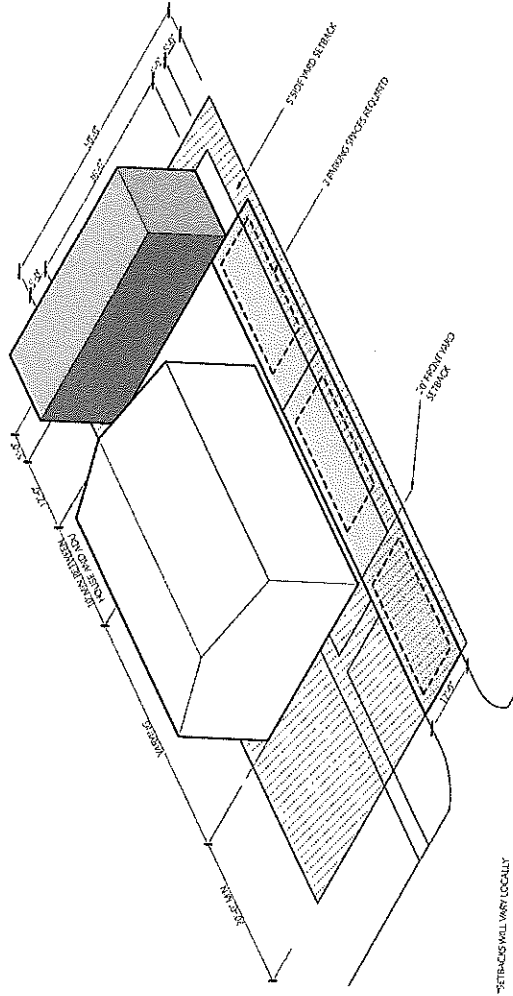
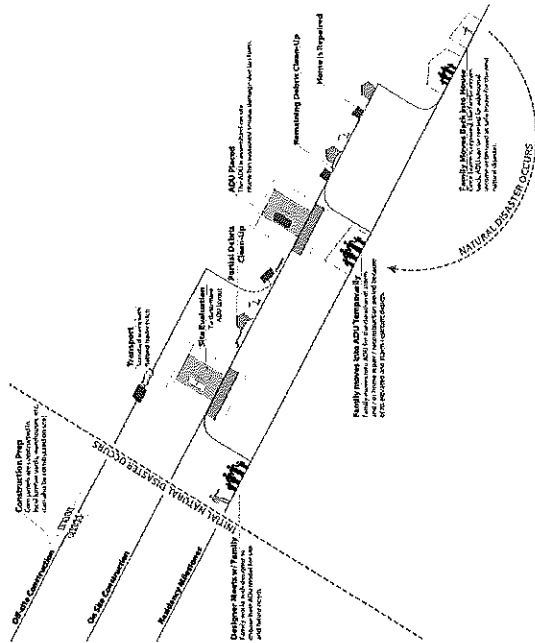
LUPE (Land Use Planning and Education) is a community education initiative in Texas Rio Grande Valley that seeks to build the capacity of organized residents to change land use and development policy, and cultivate relationships between colonia residents and local authorities. Using education, trainings, advocacy, and action oriented planning, LUCHA creates community driven change and, in turn, safer, healthier, and more resilient communities.

LUCHA GUIDES

Project Team: Lisa Neergaard, Elaine Morales. Project Date: 2016-2017

Land Use Colonia Housing Action [LUCHA] is a community education initiative in Texas Rio Grande Valley that seeks to build the capacity of organized residents to change land use and development policy, and cultivate relationships between colonia residents and local authorities. Using education, trainings, advocacy, and action oriented planning, LUCHA creates community driven change and, in turn, safer, healthier, and more resilient communities.

The LUCHA Library offers resources focusing on Governance, Drainage, Housing, Public Services, and Planning and Development. What makes these resources unique is the process by which they were made. [bcj] leveraged the expertise of LUPE, ARISE, colonia residents, local and regional experts, and our other partners to develop the 15 guides. Believing that residents hold critical local knowledge, [bcj] put our organizing partners and community members at the core of the content development process. The transformation of the LUCHA content into a graphic learning tool helped make technical information accessible and applicable to low-income and colonia residents.

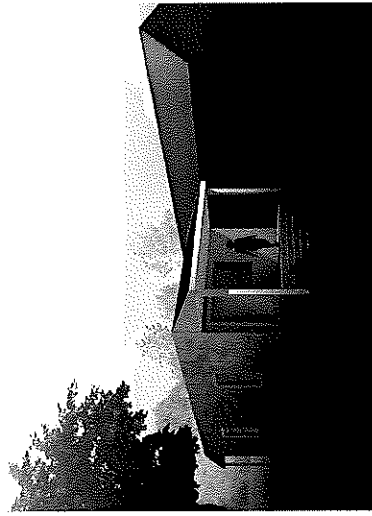


SETBACKS WILL VARY LOCALLY

RAPIDO ADUS

Project Team: Omar Haqueem, Elaine Morales Diaz, Christine Nguyen. Project Date: 2018

In 2018 [bc] developed drawing sets for RAPIDO ADUs (accessory dwelling units). There were 4 designs in total, each one allowing for flexibility depending on a family's needs post-disaster. All designs used the RAPIDO CORE, which is designed to provide durable and fast housing after disaster strikes. The ADUs can act as temporary housing during the home repair process, and then provide a source of extra income as a rental unit after reconstruction. This work is part of a larger effort of bringing the RAPIDO model of temporary-to-permanent housing to families affected by Hurricane Harvey.



OPEN PORCH OPTION A



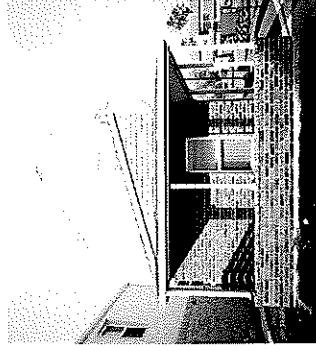
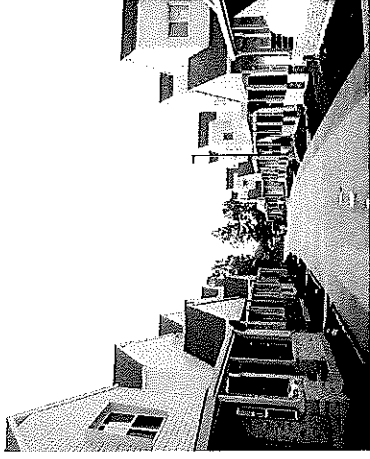
SCREENED PORCH OPTION A



TANGELO QUARTERS

Designer: Omar Hakeem, Jesse Miller, Luis Murillo. Project Dates: 2016-2019

Tangelo Quarters is a multifamily affordable housing development comprised of 18 units. Located in the Southmost neighborhood of Brownsville, TX, Tangelo Quarters incorporates Low Impact Development (LID) Infrastructure and native landscaping to help mitigate flooding problems that have historically plagued the area. This development was a partnership between [bc], the Community Development Corporation of Brownsville, and the Housing Authority of the City of Brownsville. Site amenities include a barbecue pavilion, a community garden, and a playground area — features for residents of all ages to enjoy together.



Omar Hakeem, AIA
Design Director

Omar Hakeem, AIA is Design Director at [bc]. He is working to build an organization-wide design practice. He is based in Washington, DC, working to bring greater social and environmental equality through thoughtful design and planning. He has worked to address community resilience, utilizing community-based participatory design methods, since 2007. From 2013-2015, Omar lead the Rio Grande Valley office focusing on a geographical, social cultural frontier by addressing the systemic poverty, health and resilience issues that plague the region.

Through these efforts he has completed award-winning affordable housing, rapid response disaster housing prototypes, urban bike and pedestrian infrastructure, regional drainage improvements and community based rural planning initiatives. Omar's passion for design has taken him from the cloud forests of Costa Rica to the ravaged communities of the Gulf Coast and many places in between. His professional practice has also included supporting large arts and cultural projects at Skidmore Owings & Merrill in DC, and prefabricated modular buildings at Alchemy Architects in Minnesota.



EDUCATION
Master of Science in Sustainable Design, University of Minnesota, 2009
Master of Architecture, University of Minnesota, 2008
Bachelor of Science in Architecture, State University of New York, Buffalo, 2006

PROFESSIONAL AFFILIATIONS
American Institute of Architects
SEED Network
US Green Building Council

PRACTICE
buildingcommunityWORKSHOP, Design Director, since 2010
Alchemy Architects, Architectural Designer - 2008 - 2009
Skidmore Owings & Merrill, Intern Architect - 2007
Studio for Architecture, Intern Architect - 2006

SELECT PROJECTS
Acres Homes, Houston, TX - ongoing
RAPIDO, Houston, TX - ongoing
Disaster Recovery Round 2, Houston, TX; 300 units - 2018
Casitas Los Olmos, Raymondville, TX; 80 units - 2017
RAPIDO, Cameron, Hidalgo, & Willacy County, TX; 20 units - 2015
South Blvd, Dallas, TX; 8 units - ongoing
Maxon Starks Senior Housing, Dallas, TX; 7 units - ongoing
Naranjal, Brownsville, TX; 21 units - 2014
sustainablehouse, RGV; 7.5 units - ongoing
sustainablehouse, Dallas, TX; 2 units - ongoing
ACT Headquarters, Dallas, TX, 2,500 S.F. - ongoing
The Cottages at Hickory Crossing, Dallas, TX; 50 units - 2016
Congo Street, Dallas TX; 11 units - ongoing

Lizzie MacWillie
Associate Director

Lizzie MacWillie is an Associate Director at [bc]. Lizzie heads up People Organizing Place (POP), the participatory city shaping initiative of [bc] that positions local stakeholders as experts to proactively shape their neighborhood's future.

Lizzie brings to the team critical design experience managing [bc]'s multi-year creative placemaking initiative, Activating Vacancy, an initiative focused on bringing people together to share food, stories, art, experience, and histories as well as enabling neighbors to talk, to learn, and to organize. This activation leads to cultural, physical, and political changes that can revitalize neighborhoods, improve infrastructure and bring economic benefits to residents.

Prior to joining [bc] in her current role, Lizzie was a part of OMA/AMO in Rotterdam, NL, as an editor of "Elements of Architecture" by Rem Koolhaas, a collection of books about 15 basic units of architecture.



EDUCATION
Harvard University, Master of Architecture and Urban Design, 2014
Harvard University, Master of Design Studies, Art, Design, and the Public Domain, 2014
Carnegie Mellon University, Bachelor of Architecture, 2007

CERTIFICATIONS & PROFESSIONAL AFFILIATIONS
SEED Network
LEED, AP

PRACTICE
buildingcommunityWORKSHOP, Associate Director, 2014-present
Scalar Architecture, Associate, 2007-2010

PROJECTS
Architecture, Urban Design & Planning
El Sonido del Agua, Edinburg, TX - ongoing
Dallas Cultural Plan - ongoing
Activating Vacancy Downtown Dallas, Dallas TX - 2016-2017
Rural Placemaking Initiative, National - 2016 - 2017
Smart Growth for Dallas, Dallas, TX - ongoing
POP Neighborhood Map, Dallas, TX; citywide mapping - ongoing
Little Free Libraries/Libros Libres, Dallas, TX - ongoing
1208 E 10th Street, Dallas, TX - ongoing
Crossing the Street - Creative Placemaking, Washington DC - 2016
Activating Vacancy Arts Incubator, Brownsville, TX - 2015-2016
Ark Festival, Dallas, TX - 2015
The People's Design Library - ongoing

Lisa Neergaard
Senior Policy Manager

Lisa Neergaard is Senior Policy Manager at buildingcommunityWORKSHOP. Lisa is heading policy and community capacity building initiatives of [bc]. Through a process of informing, [bc] empowers communities to better advocate for the resources their communities need.

Lisa brings planning and policy experience to many of [bc] efforts, including our multi-year cross-partner efforts in the Lower Rio Grande Valley; LUCHA (Land Use Colonia Housing Action), Unidos por RGV (United for RGV), and RAPIDO. These efforts bring increased education and resources to low-income communities as they participate in local planning activities, and advocate for greater engagement, equity, and partnership in area decision making. Additionally, Lisa is supporting [bc]'s continual effort to share what they learn through their wide range of work with governmental and non-profit organization to increase the impact of our work, and increased choice for residents.



EDUCATION
University of Texas, Arlington, Master of City and Regional Planning
University of Massachusetts, Boston, Bachelor of Arts in American Studies

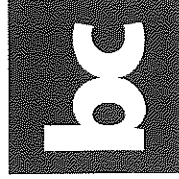
PROFESSIONAL AFFILIATIONS
American Planning Association

PRACTICE

buildingcommunityWORKSHOP, Senior Policy Manager - 2013-present
Permit Place, Zoning Consultant - 2012-2013
Paramount Parks and Resorts, Coordinator - 2012-2013
City Design Studio, Policy Intern - 2010-2012
BrandIQ, Research Associate - 2006-2009
Project Bread, Campaign Associate - 2006

SELECTED PROJECTS

Dallas Cultural Plan - ongoing
Smart Growth for Dallas - ongoing
RAPIDO - ongoing
Unidos por RGV - ongoing
Trinity Park Conservancy, Dallas, TX - 2017-2018
Dallas Cultural Plan, Dallas, TX - 2017-2018
Smart Growth for Dallas, Dallas, TX - 2016-2018
Land Use Colonia Housing Action, RGV, TX - 2013-2017
Affordable Infill Housing [AIM], Dallas, TX - 2016
The Data Ecosystem, Dallas, TX - 2015-2016





CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address
Vendor Address Number 157899
 NORTON CREATIVE
 9434 KATY FREEWAY SUITE #400
 HOUSTON TX 77055
 USA
 Salesperson: SARA LOU

Return Quote to:

Information
THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000087066 / 07/16/2019
 CoH Vendor Number 157899
 Page 1 of 2
 Buyer's Name Coryle J. Gilmore 457
 Buyer's Telephone No 832-394-6306
 Buyer's Email Address Coryle.gilmore@houstontx.gov
 Collective Number CJG 028
 Requirement Number C.GILMORE

CONFIRM RECEIPT OF REQUEST FOR QUOTATION TO BUYER'S E-MAIL ADDRESS

Quotes are due by close of business on: 07/23/2019
 Quotes are valid until close of business on: 10/23/2019

Shipping Address City of Houston
 HOUSTON TX 77002
 USA

Delivery Date: 10/15/2019

Your person responsible: SARA LOU

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98546 GRAPHIC DESIGN SVCS HOUSING IN HOUSTON RESOURCE GUIDE The Housing and Community Development Department is seeking bids for a Housing In Houston Resource Guide. The guide is envisioned as a resource to low- and moderate-income households seeking information about housing programs and services and who do not regularly use the Internet. The guide should encompass program information, contact numbers, and application information for a range of housing programs offered by the Housing and Community Development Department, as well as the Houston Housing Authority and other non-profit partners. These programs include, but are not limited to: home repair, disaster recovery home-repair, homebuyer assistance, subsidized rental housing, housing voucher programs, homelessness services, fair housing, housing for people with HIV/AIDS, and housing counseling. The finished guide should be 50 # 75 pages in length and easily and cheaply printed for wide distribution. It should offer clear, user-friendly guidance about how to access different programs, similar to an activities catalogue from the Parks Department. The selected contractor will be expected to review existing materials and website information; conduct 5 # 10 interviews with Housing and Community Development staff, community members, and non-profit partners; produce original draft text to describe each program and how to access it; conduct two rounds of text revisions; and produce a final product that includes brand-consistent graphic design in a printer-ready format that can be edited using Adobe Creative Cloud and InDesign. The final product is expected to be completed by October 15, 2019. The item covers the following services:		\$35,500
			10 HOUSING IN HOUSTON RESOURCE GUIDE	1.00 AU	



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 2

RFQ number/date 6000087066 / 07/16/2019

**DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF
QUOTING OTHER THAN WHAT IS SPECIFIED**

Total

\$35,500

1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)
2 - If Item or Equipment Quoted, Indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days; net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name: Sara Lou
 Supplier's Title: Business Development Manager
 Address: 9434 Katy Freeway #400, Houston TX 77055
 Telephone Number: 713-520-2021
 Fax Number: _____
 E-mail Address: s.lou@norton-creative.com
 Supplier's Signature:
 Date: 7/25/2019

Stover 7/25/2019

NORTON CREATIVE

OBJECTIVE

Develop a Housing in Houston Resource guide to function as a resource to low and moderate-income households seeking information about housing programs and services. The guide will be accessible to people who do not normally use the internet and contain program information, contact numbers and application information.

REQUIREMENTS

50-75 pages in length and easily/affordably printed for wide distribution. Final product to be delivered by October 15, 2019 and editable using Adobe Creative Cloud and InDesign.

SCOPE

Research

Review existing materials for programs offered by the Housing and Community Development Department, as well as the Houston Housing Authority and other non-profit partners. Programs include home repair, disaster recovery home repair, homebuyer assistance, subsidized rental housing, housing voucher programs, homelessness services, fair housing, housing for people with HIV/AIDS and housing counseling.

Interviews

Conduct 5-10 Interviews with Housing and Community Development Staff, community members and non-profit partners.

Content Development

Copywriting to describe each program and how to access it. Includes full draft and two rounds of revisions.

Design

Final print ready designed to be easily read and on-brand with other City of Houston Housing resources.

TOTAL COST \$35,500

CLIENT SIGNATURE

AGENCY SIGNATURE

The client shall compensate Norton Creative as follows:

1. The total cost, excluding reimbursable expenses identified below for all deliverable work identified in the attached proposal, is based on our hourly rate card.
2. A payment of fees shall be made upon completion of all deliverable work.
3. Payment of reimbursable expenses shall be made in accordance with the terms set forth below.

Reimbursable Expenses

Client shall reimburse Norton Creative for reasonable expenses necessary for the completion of the services incurred by Norton Creative on the Client's behalf, including but not limited to air travel, lodging and meals, telephone, long distance calls, faxes photocopies, mailing, overnight delivery, courier services, printing, photography and reproductions. Client will be billed on a monthly basis for the amount incurred by Norton Creative. Photocopies of actual expenses will be made in accordance with the terms set forth below.

Terms

Payments are due and payable thirty (30) days from the date of the Norton Creative invoice. Amounts unpaid thirty (30) days after the invoice date shall bear a 1.5% per month. Project will be billed upon completion of each phase. Norton Creative has the right to suspend work on the project until any outstanding invoice which is more than thirty (30) days past due is paid in full.



NORTON
CREATIVE

S. A. H. N.
7/25/2019

Norton Creative, LLC
City of Houston RFQ for Housing in Houston Resource Guide
Project contact: Sara Lou 713-520-2021

Certifications

Women-Owned Small Business

Company Overview

Norton is a full-service creative agency based in Houston, TX. Norton Creative was founded in 2014 and is a certified women-owned small business with 20 employees. At Norton, we develop new and effective creative solutions for our clients and execute them across multiple platforms. Our talented and diverse team of designers, writers, marketers, and innovators help brands identify, amplify and advertise what sets them apart – and clearly communicate their objectives to their audience.

Our services include branding, menu design, web & social media, interiors, broadcast, campaign and more. We do consumer and business-facing marketing.

Core Competencies

Norton Creative has the following core competencies related to the Housing in Houston Resource Guide:

- Graphic design
- Copywriting
- Editing
- Brand Strategy
- Interviews/Project owner intercepts
- Branding and Identity – Visual look and feel
- InDesign

Specific HUD experience: N/A



8/25/19

Norton Team

Robin Blanchette – CEO/Founder

Robin has led in all areas of marketing and product development for brands such as Michael's Stores, Pepsi, Applebee's and of course the brands at Ignite Restaurant Group. Her involvement on Marketing Advisory Boards for Share Our Strength/No Kid Hungry and Women's Foodservice Forum as well as the Executive Board at TCU's Neeley School of Business has allowed her to lead in areas where she is passionate outside of the regular day-to-day. She holds a BA in Radio, TV and Film from Baylor University and an MBA from Texas Christian University.

Deanna Parr – CCO/Founder

Deanna comes from a diverse background of design, photography and interiors. Her passion for making creative that matters has driven her career into the field of hospitality. Deanna's collaborative approach to both strategy and design has resulted in a great partnership at Norton Creative. Prior to forming Norton, she led the creative team at Ignite Restaurant Group. Deanna has previously worked for Landry's Restaurants and Red Peg Marketing where she worked on brands such as Dunkin' and Miller. Deanna holds a BA in Communication Design and a BA in Photography from Texas State University.

Erin DuBols – Creative Director

Erin is well versed in the tactile world of print design and commercial interiors. Her ability to see small details and the big picture simultaneously allows her to create real, scalable solutions. Prior to Norton, she was the Director of Design at Ignite Restaurant Group. Erin's work has been featured on respected design websites, as well as gallery exhibitions. Her thirteen years of restaurant and hospitality industry experience has fueled her passion for food. She is an active member and past president of AIGA's Houston Chapter and the Graphic Alumni Partnership at the University of Houston, where she earned a BA in Graphic Communication.

Marty Wadsworth - Director of Brand Strategy

After obtaining his Bachelor's Degree with a double concentration in advertising and communication studies from Texas State University, spent the next decade running a successful Houston based business outside of the advertising world. His unique perspective of how to build a brand, maintain client relationships, and manage an organization is an asset daily. Norton Creative lured him back to his first love after years of digital and film freelance work. Since 2015, he has helped shape, create, and propel restaurant brands forward.

Vivian Velazquez – Account Director

Vivian is a seasoned account director in both Hispanic and National markets with more than 10 years of experience. She has led a spectrum of accounts from multicultural marketing efforts of major brands to client services and project management. Her career has been lived both on the agency side as well as the client side of business. She has worked on brands such as RadioShack Corp, MARS, Splenda, Johnson and Johnson. She holds a Bachelors Degree in Communications with a major in Advertising and Public Relations from the University of Puerto Rico.



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address
Vendor Address Number 139437
 LANGRAND AND COMPANY
 1113 VINE STREET SUITE 210
 HOUSTON TX 77002
 USA
 Salesperson: ANNA GILES

Return Quote to:

Information
THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000087065 / 07/16/2019
 CoH Vendor Number 139437
 Page 1 of 2
 Buyer's Name Coryie J. Gilmore 457
 Buyer's Telephone No 832-394-6306
 Buyer's Email Address Coryie.gilmore@houstontx.gov
 Collective Number CJG 026
 Requirement Number C.GILMORE

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 HOUSTON TX 77002
 USA

Delivery Date: 10/15/2019

Your person responsible: ANNA GILES

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
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<p>The Housing and Community Development Department is seeking bids for a Housing In Houston Resource Guide. The guide is envisioned as a resource to low- and moderate-income households seeking information about housing programs and services and who do not regularly use the internet. The guide should encompass program information, contact numbers, and application information for a range of housing programs offered by the Housing and Community Development Department, as well as the Houston Housing Authority and other non-profit partners. These programs include, but are not limited to: home repair, disaster recovery home-repair, homebuyer assistance, subsidized rental housing, housing voucher programs, homelessness services, fair housing, housing for people with HIV/AIDS, and housing counseling. The finished guide should be 50 # 75 pages in length and easily and cheaply printed for wide distribution. It should offer clear, user-friendly guidance about how to access different programs, similar to an activities catalogue from the Parks Department. The selected contractor will be expected to review existing materials and website information; conduct 5 # 10 interviews with Housing and Community Development staff, community members, and non-profit partners; produce original draft text to describe each program and how to access it; conduct two rounds of text revisions; and produce a final product that includes brand-consistent graphic design in a printer-ready format that can be edited using Adobe Creative Cloud and InDesign. The final product is expected to be completed by October 15, 2019.</p> <p>The item covers the following services:</p>					
10		AU	HOUSING IN HOUSTON RESOURCE GUIDE	1.00	



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 2

RFQ number/date 6000087065 / 07/16/2019

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QUOTING OTHER THAN WHAT IS SPECIFIED**

Total

\$48,500

"1 - Successful bidder/contractor shall produce proof of insurance (Certificate of insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)
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Supplier's Printed Name: Shannon Langrand

Supplier's Title: Owner/CEO

Address: 5120 Woodway Dr., Ste. 7029, Houston, TX 77056

Telephone Number: (713) 225-5900

Fax Number: (713) 225-1254

E-mail Address: shannon@thinklangrand.com

Supplier's Signature:

Date: July 22, 2019

7 . 2 2 . 2 0 1 9

Coryie Gilmore
City of Houston
Coryie.Gilmore@houstontx.gov
RFQ Number: 6000087065

Dear Ms. Gilmore,

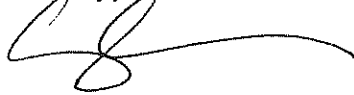
Langrand, headquartered in Houston, Texas, is pleased to respond to the Request for Quotation for creating a Housing in Houston Resource Guide for the Housing and Community Development Department.

At Langrand, we work with leading organizations in the public and private sectors to communicate solutions, make new connections and strengthen their causes. We are a full-service marketing, advertising and public relations firm with a solid reputation for helping our clients build lasting relationships with their customers and constituencies. Over the past 15 years we have been privileged to work in the public sector with a variety of governmental organizations – including City of Houston – and we love being a part of any campaign that builds awareness and makes a significant impact in the lives of our neighbors.

Whether it's for education, transportation, health care or the environment, we are advocates for positive change. As a team of barrier-breakers, message-amplifiers and impact-accelerators, we are excited to help bring HUD's vision for the Housing Resource Guide to life. With Langrand's history of creating communication campaigns that speak to diverse audiences and connecting them to the information they need to navigate complex government issues, we believe we are uniquely positioned to succeed at this project.

From building support for the light rail in Houston to communicating authentically to Houston's underserved, several of our most successful projects have prepared us for this partnership. We look forward to the opportunity to partner with you on this important work.

Sincerely yours,



Shannon Langrand, CEO

CAPABILITIES STATEMENT

WE BELIEVE
IN THE POWER
OF BIG IDEAS.

Ideas that change opinions, elevate the human condition and last well beyond the people who dreamed them up.

At Langrand, we partner with a diverse array of clients. Nationwide organizations and local businesses. Those operating in the public sector and those in private business. All are determined to make a difference in the world. Our clients take on projects of enormous complexity and importance, and they often face hurdles. We proudly champion their causes, helping them design intelligent strategies and tell their unique stories, in the most powerful ways, to all the right people.

CORE COMPETENCIES

We are a creative think tank with a solid reputation for helping our clients build enduring relationships with their customers and constituencies. Our creative experts can build in-depth strategic communications plans and have the proficiency to turn those plans into reality. Here's how we do it.

COMMUNICATIONS

- + Collaborate, research and strategize
- + Combine ideas, language and visuals into powerful message
- + Target communications to resonate with specific audiences
- + Transcreate materials to connect across cultures
- + Make a lasting impression

MARKETING

- + Perform comprehensive market research
- + Create strategic campaign
- + Deliver high-impact creative
- + Forge powerful connections with target audiences

BRANDING

- + Conduct research
- + Clarify vision, strategy and goals
- + Design brand identity
- + Build synergy around new brand

DIGITAL MEDIA

- + Develop strategies for mobile-first world
- + Deliver digital plan with measurable goals
- + Create cross-platform digital solutions that connect

PUBLIC RELATIONS

- + Maximize limited budgets by extending media reach
- + Position projects for success in public eye

SALES ACCELERATION

- + Develop buyer profiles
- + Create sales stories to retain and win customers
- + Provide innovative tools to engage B2B clients

GENERAL INFORMATION

- ESTABLISHED:** 2003
- EMPLOYEES:** 45
- OWNERSHIP:** Single-member LLC
100% Hispanic-owned
100% woman-owned
- LEADERSHIP:** Shannon Langrand, CEO

CERTIFICATIONS

- M/WBE certified by City of Houston (18-9-9402)
- DBE certified by City of Houston (18-9-94022)
- WBENC certified (WBE1702410)
- HUB certified by the Texas Comptroller's Office (1202241429100)
- MBE certified by Houston Minority Supplier Development Council (HS04801)

NAISC / STATE OF TEXAS CMBL

- 541810/915-1 Advertising Services
- 541820 Public Relations
- 541830 Media Buying
- 541910 Marketing Research and Public Opinion Polling
- 541430/915-48 Graphic Arts Services
- 541613/918-76 Marketing Consulting
- 915-22 Communications Marketing Services
- 918-7 Advertising Consulting
- 918-38 Education and Training Consulting
- 918-40 Employee Benefits Consulting

IF YOU HAVE AN IDEA WORTH FIGHTING FOR, SHARE IT WITH US.
WE'D LIKE TO BE YOUR ALLY IN THE PURSUIT OF GREATNESS.

CAPABILITIES STATEMENT

PUBLIC + PRIVATE SECTOR EXPERIENCE

METRONext

Langrand is currently developing marketing materials for the public education campaign of the METRONext Moving Forward Plan, Houston's long-range regional transit plan which goes out for public vote in November. We are creating a consumer-focused visual-storytelling experience that will be integrated across multiple platforms. This effort includes website hosting, short and long-term upgrades to the existing website (metronext.org), a website refresh with improved messaging, a METRONext Moving Forward Plan Booklet that outlines the Plan and its benefits, among other pieces.

Community Health Choice

Knowing the hardships many Houstonians face in the healthcare marketplace, a local non-profit insurance company wanted a better way to connect to its members. Langrand partnered with CHC to map its member experience, identifying gaps in current communication style and how to bridge those gaps for better connections with its members. Improvements to member communications included new website pages and a new explanation of benefits form that redesigned a cryptic communication piece difficult for the most well-informed member to understand to a visually appealing and graphic focused document everyone could easily comprehend.

Houston ISD

An individual's ability to live a long and healthy life has a lot to do with whether or not they have access to healthcare—and if they understand how to use it. After seeing a low utilization pattern for their lower-income, part-time employees, we worked with HISD to launch a research initiative so we could better understand how to reach these members physically and psychologically. The result was a comprehensive report showing how these members needed to be reached in order to utilize their healthcare plans, and a shift in communication style to ensure HISD connected with all employees.

Teach for America | Houston

Children growing up in disenfranchised communities lack resources and opportunities and attend schools ill equipped to meet all their needs. To deal with this educational inequity Teach For America recruits recent college grads to work for two years in low-income schools where teachers are most needed. In Houston, TFA's track record is impressive, but name awareness is low, and the donor base is small. What's more, for reasons beyond understanding, HISD, one of the largest school districts in the country, recently decided not to renew their TFA contract. TFA Houston turned to Langrand to give their local brand a voice, to tell their compelling story to several different audiences, and to help rally a city behind this most critical issue, which will only become more challenging as Houston's population continues to grow over the next decade. Concept development is under way.

MAJOR CLIENTS

Anthem
Blue Cross of Idaho
BHP Billiton
City of Houston
Community Health Choice
Harris County Toll Road Authority
Harris Health System
(formerly Harris County Hospital District)
HCA Gulf Coast Division
Houston-Galveston Area Council
(approved vendor)
Metropolitan Transit Authority of Harris County
(subcontractor to Parsons Transportation Group)
Prologis
Teacher Retirement System of Texas (TRS)

REFERENCES

City of Houston

(subcontractor to Halff)

Alanna Reed

832.395.2455 | Alanna.Reed@houstontx.gov

Website design and targeted communications that educate the public on what drainage and street improvement projects are taking place under Build Houston Forward. Website allows the public to search for specific projects using an interactive map, where they can learn how much a project cost, how it was funded, and where it is along the construction process.

Community Health Choice

Kathryn Tees

713.295.2222 | Kathryn.Tees@CommunityHealthChoice.org

Communications, including branding, messaging, marketing, advertising, copywriting, graphic design, photography, project management, public relations, market research, video production and web development.

METRONext

(subcontractor to WSP)

Sina Raouf

281.552.2726 | Sina.Raouf@wsp.com

Website hosting, redesign, messaging, creative communications, and public relations support including speakers' bureau support materials, PPT presentations, speeches and speakers' notes.



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address
Vendor Address Number 157432
 DESIGN STUDIO OF EVAN ONEIL
 133 PARKVIEW ST
 HOUSTON TX 77009
 USA
 Salesperson: EVAN ONEIL

Return Quote to:

CONFIRM RECEIPT OF REQUEST FOR QUOTATION TO BUYER'S E-MAIL ADDRESS

Information
THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000087062 / 07/16/2019
CoH Vendor Number 157432
Page 1 of 2
Buyer's Name Coryie J. Gilmore 457
Buyer's Telephone No 832-394-6306
Buyer's Email Address Coryie.gilmore@houstontx.gov
Collective Number CJG 026
Requirement Number C.GILMORE

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Quotes are valid until close of business on: 10/23/2019

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CITY OF HOUSTON
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Page: 2 of 2

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___ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name: _____

Supplier's Title: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Supplier's Signature: _____

Date: _____



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address
Vendor Address Number 145322
 DESIGN WORKSHOP INC
 800 BRAZOS
 AUSTIN TX 78701
 USA
 Salesperson: ISABELLE ENCELA

Return Quote to:

CONFIRM RECEIPT OF REQUEST FOR QUOTATION TO BUYER'S E-MAIL ADDRESS

Information
THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000087063 / 07/16/2019
CoH Vendor Number 145322
Page 1 of 2
Buyer's Name Coryie J. Gilmore 457
Buyer's Telephone No 832-394-6306
Buyer's Email Address Coryie.gilmore@houstontx.gov
Collective Number CJG 026
Requirement Number C.GILMORE

Quotes are due by close of business on: 07/23/2019
Quotes are valid until close of business on: 10/23/2019

Shipping Address City of Houston
 HOUSTON TX 77002
 USA

Delivery Date: 10/15/2019

Your person responsible: ISABELLE ENCELA

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	96546 GRAPHIC DESIGN SVCS HOUSING IN HOUSTON RESOURCE GUIDE The Housing and Community Development Department is seeking bids for a Housing in Houston Resource Guide. The guide is envisioned as a resource to low- and moderate-income households seeking information about housing programs and services and who do not regularly use the internet. The guide should encompass program information, contact numbers, and application information for a range of housing programs offered by the Housing and Community Development Department, as well as the Houston Housing Authority and other non-profit partners. These programs include, but are not limited to: home repair, disaster recovery home-repair, homebuyer assistance, subsidized rental housing, housing voucher programs, homelessness services, fair housing, housing for people with HIV/AIDS, and housing counseling. The finished guide should be 50 # 75 pages in length and easily and cheaply printed for wide distribution. It should offer clear, user-friendly guidance about how to access different programs, similar to an activities catalogue from the Parks Department. The selected contractor will be expected to review existing materials and website information; conduct 5 # 10 interviews with Housing and Community Development staff, community members, and non-profit partners; produce original draft text to describe each program and how to access it; conduct two rounds of text revisions; and produce a final product that includes brand-consistent graphic design in a printer-ready format that can be edited using Adobe Creative Cloud and InDesign. The final product is expected to be completed by October 15, 2019. The item covers the following services: 10 HOUSING IN HOUSTON RESOURCE GUIDE		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 2

RFQ number/date 6000087063 / 07/16/2019

**DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF
QUOTING OTHER THAN WHAT IS SPECIFIED**

Total

1 - Successful bidder/contractor shall produce proof of insurance (Certificate of insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. **(SERVICE / LABOR ONLY)**

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. **(MATERIAL ONLY)**

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

____ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Supplier's Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Supplier's Signature:

Date:

Edit Parked Vendor Invoice 1900940166 COH1 2020

Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax Withholding tax

Vendor 120582 SGL Ind
 Invoice date 02/21/2020 Reference INV 59878
 Posting Date 02/26/2020
 Amount 502.49 DocumentNo 1900940166
 Tax Amount USD Calculate tax
 IO (A/P sales tax, 0%)
 Text DR17, INV 59878, MAY 2019, 2028093
 Paymt terms Due Immediately
 Baseline Date 02/21/2020
 Company Code COH1 City of Houston Houston
 Lot No.

Vendor Address
 BAYSIDE PRINTING INC
 160 LOCKHAVEN DR
 HOUSTON TX 77073
 281 209 9500
 OIs

1 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount In ...	Cost center	Order	Fund	Funds center	Busl...	Grant
511055	Pub & Printe	Debit		502.49	3200030002	BH3200077-19	5030	3200030002	3200	32000077-2019
		Debit								
		Debit								
		Debit								
		Debit								
		Debit								
		Debit								
		Debit								
		Debit								

NOTES:

DR-HARVEY

PREPARED BY: ANGELA CALHOUN *Angela* DATE: 2/26/2020

REQUESTED BY: _____ DATE: _____

APPROVED BY: *M. Deering* DATE: 2/26/2020

Edit Parked Vendor Invoice 1900940166 COH1 2020

Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice

Basic data Payment Details Workflow Tax Withholding tax

BaselineDt 02/21/2020 Payt Terms 0001 Days

Due on 02/21/2020 Days

Days net

Disc.base USD To be calculd Fixed

Pmnt Method Free for payment

Pmnt/c amt

Inv.ref.

Payment Ref.

Bal. 0.00

Vendor

Address

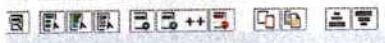
BAYSIDE PRINTING INC
160 LOCKHAVEN DR
HOUSTON TX 77073

281 209 9500

01s

1 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in ...	Cost center	Order	Fund	Funds center	Busl...	Grant
511055	Pub & Printe	Debit	502.49	3200030002	BH3200077-19	5030	3200030002	3200	32000077-2019	
		Debit								
		Debit								
		Debit								
		Debit								
		Debit								
		Debit								
		Debit								
		Debit								



Display Vendor: Payment transactions Accounting



Vendor BAYSIDE PRINTING INC HOUSTON
Company Code City of Houston

Payment data

Payt Terms Tolerance group
Cr memo terms Chk double Inv.

Automatic payment transactions

Payment methods Payment block Free for payment
Alternat.payee House Bank
Individual pmnt Grouping key
Pmt adv. by EDI Alt.payee(doc.)

Invoice verification

Tolerance group

Document Overview

Reset
 Taxes
 Complete
 Choose
 Save
 Σ

 ABC
 i

Doc.Type : KR (Vendor invoice) Parked document					
Doc. Number	1900940166	Company Code	COH1	Fiscal Year	2020
Doc. Date	02/21/2020	Posting Date	02/26/2020	Period	08
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	INV 59878				
Doc. Currency	USD				

Item	PK	Account	Account short text	Assignment	Tx	Amount	Text
1	31	120582	BAYSIDE PRINTING INC		IO	502.49-	DR17, INV 59878, MAY 2019, 2028093
2	40	511055	Pub & Printed Matrls		IO	502.49	DR17, INV 59878, MAY 2019, 2028093



FUNDING REQUEST - MISCELLANEOUS ITEMS

FUNDING REQUEST MADE ON BEHALF OF: Jessica Lavergne
BENEFITTING DIVISION: Disaster Recovery
DATE: 2/21/2020
ITEM: Bayside Printing
INVOICE #: 59878
AMOUNT OF REQUEST: \$502.49

FUNDING #1 FUNDING #2 FUNDING #3
FUND 5030
COST CENTER 3200030002
GL ACCOUNT 511055
BUS AREA 3200
INT ORDER BH 32000 77-19
BFY FY2020
GRANT # 320000 77-19
AMOUNT (\$) \$502.49
FUNDING APPROVAL

Additional Comments

Empty rectangular box for additional comments.

REQUESTED BY: A. Calhoun [Signature]

DATE 2/24/2020

FUNDING BY: [Signature]

DATE 2/26/2020



CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT
Homeowner Assistance Program (HoAP)

RECORD OF CONCURRENCE FOR APPROVAL					
Vendor: Bayside Printing		Date Submitted to COH (Complete): 11/15/19 2/21/20	CONTRACT #/ P.O FUNDING SOURCE: DR17	Onbase ID# 2028093	
Explanation of Services: Disaster Recovery window envelopes (requested by Aptim)				AMOUNT OF PAYMENT: \$502.49	
				Retainage \$0.00	
				Total Requested \$502.49	
Originator: Jessica Lavergne		Date Originated: 11/18/19	PERSON TO CONTACT FOR DETAILS: Jessica Lavergne-832-394-6195		
Routing Sequence	Approver:	Signature:	Date:	Comments:	
1	Dwain Woodfork-Management Analyst	<i>[Signature]</i>	02/21/2020		
2	Brandon Speed/Jeffrey Swonke- DR Construction Services	N/A			
3	Section 3/MWSBE Compliance	N/A			
4	Director or Designee	<i>Keith W. Byrman</i>	2/24/2020		
5	Jessica Lavergne	<i>[Signature]</i>			
6	Financial Services	<i>[Signature]</i>			
				2020 FEB 24 AM 9:40	

City of Houston Housing and Community Development

Admin. Purchase Order or Non-Contract Payment Request

Vendor: Bayside Printing

Purchase Order# (If applicable): _____

Payment Amount: \$502.49

Date Invoice Received by City of Houston: 11/15/19

By signature below, I certify a full understanding of my accountability for having performed the following procedures and do not expect them to be validated again. I certify that all items were received or services were rendered.

- Confirmed that all invoice(s) are attached.
- Confirmed that all invoices are in compliance with OMB Super Circular 2 CFR 200.
- Confirm that all required documentation is included with this request.

Project Manager Name: Andrew Smith

Project Manager Signature: [Signature]

Date: 11/21/20



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59878
Invoice Date	5/21/19
Date Shipped	5/15/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64746

City of Houston
Denise Nadeau
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
4,000	Envelope : COH #10 Window Envelope (Disaster Recovery)	\$502.49		\$502.49
Thank you for your business!		Subtotal		\$502.49
		Sales Tax 8.25%		\$0.00
		Total Due		\$502.49

Customer Code : 1154
Invoice Number : 59878
Invoice Date : 5/21/19
Invoice Amount : \$502.49
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Denise Nadeau
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Lavergne, Jessica - HCD

From: Sherri Curbow <sherri@baysideprinting.com>
Sent: Friday, November 15, 2019 12:05 PM
To: Lavergne, Jessica - HCD
Cc: 'Jackie Chanthachone'; 'Christine Benz'; 'Rose Mary Bundscho'
Subject: Past due inv# 59878
Attachments: City of Houston Inv# 59878.pdf; Credit Card Authorization_fillable_new.pdf

[Message Came from Outside the City of Houston Mail System]

Jessica,

Thank you for taking my call. Attached is the invoice that I spoke with you about. I've also attached a credit card authorization form if you would like to pay with a credit card or if you prefer to phone that information you may do that as well. Please let me know if you need anything else to get this paid.

Sherri Tyndall - Lead CSR

Bayside Printing Company, Inc.
160 Lockhaven Dr
Houston, TX 77073

281-209-9500
281-209-9569

[Click here](#) to send me large or confidential files

Lavergne, Jessica - HCD

From: Sherri Curbow <sherri@baysideprinting.com>
Sent: Monday, November 18, 2019 1:14 PM
To: Lavergne, Jessica - HCD
Subject: RE: Past due inv# 59878
Attachments: SKM_45819111813130.pdf; Credit Card Authorization_fillable_new.pdf

[Message Came from Outside the City of Houston Mail System]

Jessica,

Attached is the order and delivery receipt. This is something that when originally ordered Denise wanted to pay with a credit card, that is why the cost center information isn't on the invoice. I've attached a credit card authorization form if you would like to pay with that or you can always call that information into us.

Sherri Tyndall - Lead CSR

Bayside Printing Company, Inc.
160 Lockhaven Dr
Houston, TX 77073

281-209-9500
281-209-9569

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From: Lavergne, Jessica - HCD [mailto:Jessica.Lavergne@houstontx.gov]
Sent: Monday, November 18, 2019 11:58 AM
To: Sherri Curbow
Subject: RE: Past due inv# 59878

Good morning,

My apologies! After researching this is our invoice, it was requested by one of our contractors that is no longer here which is why I didn't recognize the name. I'll take care of it today. Also, do you have anything that shows the actual request that was sent over to you so I can include that in my supporting documentation.

Thanks,

Jessica Lavergne
Disaster Recovery
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th floor | Houston, TX 77002
832.394.6195 (office)
www.houstontx.gov/housing
www.recovery.houstontx.gov
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

From: Sherri Curbow <sherri@baysideprinting.com>
Sent: Friday, November 15, 2019 12:31 PM
To: Lavergne, Jessica - HCD <Jessica.Lavergne@houstontx.gov>
Cc: 'Jackie Chanthachone' <jackie@baysideprinting.com>; 'Christine Benz' <christine@baysideprinting.com>; 'Rose Mary Bundscho' <rosemary@baysideprinting.com>
Subject: RE: Past due inv# 59878

[Message Came from Outside the City of Houston Mail System]
Thank you so much!

Sherri Tyndall - Lead CSR

Bayside Printing Company, Inc.
160 Lockhaven Dr
Houston, TX 77073

281-209-9500
281-209-9569

[Click here](#) to send me large or confidential files

From: Lavergne, Jessica - HCD [<mailto:Jessica.Lavergne@houstontx.gov>]
Sent: Friday, November 15, 2019 12:27 PM
To: Sherri Curbow
Cc: 'Jackie Chanthachone'; 'Christine Benz'; 'Rose Mary Bundscho'
Subject: RE: Past due inv# 59878

Sherri,

This is actually not my department's invoice but I will try to figure out who to send it to and copy you in that email so they can take care of it.

Jessica Lavergne
Disaster Recovery
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th floor | Houston, TX 77002
832.394.6195 (office)
www.houstontx.gov/housing
www.recovery.houstontx.gov
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

From: Sherri Curbow <sherri@baysideprinting.com>
Sent: Friday, November 15, 2019 12:05 PM
To: Lavergne, Jessica - HCD <Jessica.Lavergne@houstontx.gov>
Cc: 'Jackie Chanthachone' <jackie@baysideprinting.com>; 'Christine Benz' <christine@baysideprinting.com>; 'Rose Mary Bundscho' <rosemary@baysideprinting.com>
Subject: Past due inv# 59878

[Message Came from Outside the City of Houston Mail System]
Jessica,

Thank you for taking my call. Attached is the invoice that I spoke with you about. I've also attached a credit card authorization form if you would like to pay with a credit card or if you prefer to phone that information you may do that as well. Please let me know if you need anything else to get this paid.

Sherri Tyndall - Lead CSR

Bayside Printing Company, Inc.
160 Lockhaven Dr
Houston, TX 77073

281-209-9500
281-209-9569

[Click here](#) to send me large or confidential files

Sherri Curbow

From: Denise Nadeau [noreply@baysideprinting.com]
Sent: Wednesday, May 08, 2019 10:48 AM
To: sherri@baysideprinting.com
Subject: Re: COH Print Request - COH100712_ COH #10 Env. (Disaster Recovery)

Sherri, please submit a print request to the estimating department.

COH Print Request

Job Description	COH #10 Env. (Disaster Recovery)
Order Number	COH100712
Date	05-08-2019
Contact	Denise Nadeau
Email	denise.nadeau@houstontx.gov
Phone Number	(832) 217-6174
Department	Housing & Community Development Department
Division	Disaster Recovery
Section	ICF Outreach
Division Manager	Mayra Bontemps
Email	mayra.bontemps@houstontx.gov
GL Account #	520515
Cost Center	TBDTBDTTBD
Fund Number	TBDT
Quantity	4000
Image	1 Sided
Color	1/0 in One PMS Color
Finished Size	4 1/8 x 9 1/2
Specify Paper	Envelope 24# of #10 Regular Envelope
Packaging Instructions	Bulk Box
Special Instructions	Please use the design on file from Job # 63330/63596 The return address must include Disaster Recovery, 2100 Travis and 9th Floor. Thank you!



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:

City of Houston - Mailroom
Denise Nadeau
2100 Travis St 9th Floor
Disaster Recovery
Houston, TX 77002
Phone: (832) 217-6174

Customer Code: **1154**

Job Number: **64746**

Shipment Number: **32336**

Shipment Date: **5/15/19** **1:00 PM**

Ship Via: **Local Delivery -**

Customer PO :

Salesperson: **David Solis**

CSR: **Sherri Curbow**

Notes:

Job Description: **COH #10 Window Envelope (Disaster Recovery)**

No. of Cartons	Carton Qty	Total Qty	Notes
1	2,500	2,500	2,500 Job: COH #10 Window Envelope (Disaster Recovery)
1	1,500	1,500	1,500 Job: COH #10 Window Envelope (Disaster Recovery)
2		4,000	Total Shipped of 4,000 ordered

Shipped By: scurbow

The above items have been received in good condition.

RECEIVED:

By: 

Date: 5-15-2019

Delivery Receipt

Sealed Air Corp. Inc.
1801 Oakwood Drive
Houston, TX 77055-2800
Phone: (713) 261-5500 Fax: (713) 261-5500

Handwritten text or stamp in the top right corner.

Customer Name: [Handwritten]
Address: [Handwritten]
City/State/Zip: [Handwritten]
Ship To: [Handwritten]
Ship Via: [Handwritten]
Customer PO: [Handwritten]
Buyer Name: [Handwritten]
Buyer Title: [Handwritten]

Ship To: [Handwritten]
City of Houston - Houston
Houston, TX 77001
Phone: (713) 261-5500

Comments: [Handwritten]

Item Description	Quantity	Unit Price	Total Price
1.000 Job Cost Window Envelope (Disaster Recovery)	1.000	2.500	2.500
1.000 Job Cost Window Envelope (Disaster Recovery)	1.000	1.500	1.500
Total Shipped of 2.000 ordered			4.000

Handwritten signature or date at the bottom left.

Handwritten signature or date at the bottom center.

Handwritten text at the bottom right.

Smith, Andrea - HCD

From: Anderson, Candye <Candye.Anderson@icf.com>
Sent: Friday, February 21, 2020 12:33 PM
To: Smith, Andrea - HCD; Acurso, Dolores; Nanjundaram, Sridevi
Cc: C ANDERSON
Subject: RE: Past due inv# 59878

[Message Came from Outside the City of Houston Mail System]

Andrea, yes, we received those envelopes and used them for the purpose stated in Jo Carroll's email below. At that time, ICF was preparing all outgoing letters related to the program.

Thanks, Candye

From: Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>
Sent: Friday, February 21, 2020 12:19 PM
To: Acurso, Dolores <Dolores.Acurso@icf.com>; Anderson, Candye <Candye.Anderson@icf.com>; Nanjundaram, Sridevi <Sridevi.Nanjundaram@icf.com>
Subject: FW: Past due inv# 59878

Hi all- COH received an invoice for envelopes, for the purpose Aptim stated below. May I request for someone from ICF confirm receipt and use of 4,000 envelopes for the invoice attached? The envelopes were ordered by Aptim. Thanks.

From: Carroll, Jo <jo.carroll@aptim.com>
Sent: Friday, February 21, 2020 10:05 AM
To: Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>; Wilson, Joe <robert.wilson1@aptim.com>
Cc: Udtha, Praveen <praveen.udtha@aptim.com>; Clifford, Roger <roger.clifford@aptim.com>
Subject: RE: Past due inv# 59878

[Message Came from Outside the City of Houston Mail System]

Great! It was for all of the correspondence going out to homeowners from the City. ICF prepared the letters using the envelopes with City address (which was what the City preferred to use) and then dropped off the letters to be mailed. Hope this helps....jo



Jo Carroll

Program Manager
Emergency Management & Recovery
Environmental & Infrastructure
Cell: 979-777-5225
jo.carroll@aptim.com

APTIM
www.APTIM.com

Smith, Andrea - HCD

From: Smith, Andrea - HCD
Sent: Friday, February 21, 2020 10:06 AM
To: 'Carroll, Jo'; Wilson, Joe
Cc: Udtha, Praveen; Clifford, Roger
Subject: RE: Past due inv# 59878

It does. I'll provide this explanation with the invoice and route it for payment. Thanks.

From: Carroll, Jo <jo.carroll@aptim.com>
Sent: Friday, February 21, 2020 10:05 AM
To: Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>; Wilson, Joe <robert.wilson1@aptim.com>
Cc: Udtha, Praveen <praveen.udtha@aptim.com>; Clifford, Roger <roger.clifford@aptim.com>
Subject: RE: Past due inv# 59878

[Message Came from Outside the City of Houston Mail System]

Great! It was for all of the correspondence going out to homeowners from the City. ICF prepared the letters using the envelopes with City address (which was what the City preferred to use) and then dropped off the letters to be mailed. Hope this helps....jo



Jo Carroll
Program Manager
Emergency Management & Recovery
Environmental & Infrastructure
Cell: 979-777-5225
jo.carroll@aptim.com

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From: Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>
Sent: Friday, February 21, 2020 9:57 AM
To: Carroll, Jo <jo.carroll@aptim.com>; Wilson, Joe <robert.wilson1@aptim.com>
Cc: Udtha, Praveen <praveen.udtha@aptim.com>; Clifford, Roger <roger.clifford@aptim.com>
Subject: RE: Past due inv# 59878

EXTERNAL SENDER

Hi Jo- yes, it is the City's intent to pay for the envelopes with adequate support documentation. Do you recall the purpose for the envelopes? Per the invoice, ship date is 5/15/2019, ordered by Denise. Hope that helps. Thanks.

From: Carroll, Jo <jo.carroll@aptim.com>
Sent: Friday, February 21, 2020 9:47 AM
To: Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>; Wilson, Joe <robert.wilson1@aptim.com>
Cc: Udtha, Praveen <praveen.udtha@aptim.com>; Clifford, Roger <roger.clifford@aptim.com>
Subject: RE: Past due inv# 59878

From: Smith, Andrea
Sent: Friday, February 21, 2020 10:08 AM
To: Wilson, Joe
Cc: Wilson, Joe
Subject: RE: First Business Center

Hi Joe, I'll provide the explanation with the inspection and the follow up.

From: Wilson, Joe
Sent: Friday, February 21, 2020 10:08 AM

To: Smith, Andrea
Cc: Wilson, Joe
Subject: RE: First Business Center

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APTIM
11000
11000

ATTENTION: 2/21/20

ATTENTION: 2/21/20

11000

11000

11000

11000

[Message Came from Outside the City of Houston Mail System]

Andrea, these envelopes were purchased at the City's request for the City's use because they were needed quickly. As you know, we have maxxed out our contract value – is the City willing to pay for this purchase?



Jo Carroll

Program Manager
Emergency Management & Recovery
Environmental & Infrastructure
Cell: 979-777-5225
jo.carroll@aptim.com

APTIM

www.APTIM.com

From: Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>

Sent: Thursday, February 20, 2020 8:30 PM

To: Wilson, Joe <robert.wilson1@aptim.com>; Carroll, Jo <jo.carroll@aptim.com>

Cc: Udtha, Praveen <praveen.udtha@aptim.com>; Clifford, Roger <roger.clifford@aptim.com>

Subject: RE: Past due inv# 59878

EXTERNAL SENDER

Hi all- I received a follow-up inquiry regarding this. Do you (or someone representing Aptim) have knowledge of the request below? Thanks.

From: Smith, Andrea - HCD

Sent: Tuesday, December 10, 2019 3:19 PM

To: Wilson, Joe <robert.wilson1@aptim.com>; Carroll, Jo <jo.carroll@aptim.com>

Cc: Udtha, Praveen <praveen.udtha@aptim.com>; Clifford, Roger <roger.clifford@aptim.com>

Subject: RE: Past due inv# 59878

Attached.

Thanks,
Andrea Smith

From: Wilson, Joe <robert.wilson1@aptim.com>

Sent: Tuesday, December 10, 2019 11:25 AM

To: Carroll, Jo <jo.carroll@aptim.com>; Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>

Cc: Udtha, Praveen <praveen.udtha@aptim.com>; Clifford, Roger <roger.clifford@aptim.com>

Subject: RE: Past due inv# 59878

[Message Came from Outside the City of Houston Mail System]

Andrea,

Was a copy of the invoice included with the email chain below?

Thanks,

Joe Wilson

Project Controls Specialist

APTIM | Project Controls

O 225 987 7661

M 225 315 5903

E Robert.wilson1@aptim.com

From: Carroll, Jo <jo.carroll@aptim.com>

Sent: Monday, December 9, 2019 10:56 PM

To: Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>

Cc: Udtha, Praveen <praveen.udtha@aptim.com>; Wilson, Joe <robert.wilson1@aptim.com>; Clifford, Roger <roger.clifford@aptim.com>

Subject: RE: Past due inv# 59878

Thanks Andrea – we will check into it.



Jo Carroll

Program Manager

Emergency Management & Recovery

Environmental & Infrastructure

Cell: 979-777-5225

jo.carroll@aptim.com

APTIM

www.APTIM.com

From: Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>

Sent: Monday, December 9, 2019 9:44 PM

To: Carroll, Jo <jo.carroll@aptim.com>

Cc: Udtha, Praveen <praveen.udtha@aptim.com>; Wilson, Joe <robert.wilson1@aptim.com>; Clifford, Roger <roger.clifford@aptim.com>

Subject: FW: Past due inv# 59878

EXTERNAL SENDER

Hi Jo,

Do you (or someone representing Aptim) have knowledge of the request below?

Thanks,

Andrea Smith

From: Lavergne, Jessica - HCD

Sent: Thursday, November 21, 2019 11:53 AM

To: Smith, Andrea - HCD <Andrea.Smith@houstontx.gov>

Subject: FW: Past due inv# 59878

Jessica Lavergne

Disaster Recovery

City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th floor | Houston, TX 77002
832.394.6195 (office)
www.houstontx.gov/housing
www.recovery.houstontx.gov
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

From: Sherri Curbow <sherri@baysideprinting.com>
Sent: Thursday, November 21, 2019 10:04 AM
To: Lavergne, Jessica - HCD <Jessica.Lavergne@houstontx.gov>
Cc: 'Jackie Chanthachone' <jackie@baysideprinting.com>; 'Christine Benz' <christine@baysideprinting.com>; 'Rose Mary Bundscho' <rosemary@baysideprinting.com>
Subject: RE: Past due inv# 59878

[Message Came from Outside the City of Houston Mail System]
Jessica,

Any word on when Invoice# 59878 will be paid?

Sherri Tyndall - Lead CSR

Bayside Printing Company, Inc.
160 Lockhaven Dr
Houston, TX 77073

281-209-9500
281-209-9569

[Click here](#) to send me large or confidential files

From: Lavergne, Jessica - HCD [<mailto:Jessica.Lavergne@houstontx.gov>]
Sent: Monday, November 18, 2019 11:58 AM
To: Sherri Curbow
Subject: RE: Past due inv# 59878

Good morning,

My apologies! After researching this is our invoice, it was requested by one of our contractors that is no longer here which is why I didn't recognize the name. I'll take care of it today. Also, do you have anything that shows the actual request that was sent over to you so I can include that in my supporting documentation.

Thanks,

Jessica Lavergne
Disaster Recovery
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th floor | Houston, TX 77002
832.394.6195 (office)
www.houstontx.gov/housing

www.recovery.houstontx.gov

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From: Sherri Curbow <sherri@baysideprinting.com>

Sent: Friday, November 15, 2019 12:31 PM

To: Lavergne, Jessica - HCD <Jessica.Lavergne@houstontx.gov>

Cc: 'Jackie Chanthachone' <jackie@baysideprinting.com>; 'Christine Benz' <christine@baysideprinting.com>; 'Rose Mary Bundscho' <rosemary@baysideprinting.com>

Subject: RE: Past due inv# 59878

[Message Came from Outside the City of Houston Mail System]

Thank you so much!

Sherri Tyndall - Lead CSR

Bayside Printing Company, Inc.

160 Lockhaven Dr

Houston, TX 77073

281-209-9500

281-209-9569

[Click here](#) to send me large or confidential files

From: Lavergne, Jessica - HCD [<mailto:Jessica.Lavergne@houstontx.gov>]

Sent: Friday, November 15, 2019 12:27 PM

To: Sherri Curbow

Cc: 'Jackie Chanthachone'; 'Christine Benz'; 'Rose Mary Bundscho'

Subject: RE: Past due inv# 59878

Sherri,

This is actually not my department's invoice but I will try to figure out who to send it to and copy you in that email so they can take care of it.

Jessica Lavergne

Disaster Recovery

City of Houston

Housing and Community Development Dept.

2100 Travis Street | 9th floor | Houston, TX 77002

832.394.6195 (office)

www.houstontx.gov/housing

www.recovery.houstontx.gov

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From: Sherri Curbow <sherri@baysideprinting.com>

Sent: Friday, November 15, 2019 12:05 PM

To: Lavergne, Jessica - HCD <Jessica.Lavergne@houstontx.gov>

Cc: 'Jackie Chanthachone' <jackie@baysideprinting.com>; 'Christine Benz' <christine@baysideprinting.com>; 'Rose Mary

Bundscho' <rosemary@baysideprinting.com>

Subject: Past due inv# 59878

[Message Came from Outside the City of Houston Mail System]

Jessica,

Thank you for taking my call. Attached is the invoice that I spoke with you about. I've also attached a credit card authorization form if you would like to pay with a credit card or if you prefer to phone that information you may do that as well. Please let me know if you need anything else to get this paid.

Sherri Tyndall - Lead CSR

Bayside Printing Company, Inc.
160 Lockhaven Dr
Houston, TX 77073

281-209-9500

281-209-9569

[Click here](#) to send me large or confidential files



CITY OF HOUSTON
Payment Request Transmittal Form
 Housing & Community Development Department
 601 Sawyer Street, 3rd Floor
 Houston, TX 77007

COURIER PLEASE RETURN THIS FORM TO HCD F&A IN-BOX

Recipient Name: <u>Brenda Jackson/Sheldon Holder/Korey Ray - 6th floor;</u> Please contact the originating employee whose name is checked below if there are questions regarding this transmittal			
Krupa Desai 832-394-6148 <input type="checkbox"/> Paula Jackson 832-394-6181 <input type="checkbox"/> Joethelia Mooney 832-394-6366		<input type="checkbox"/> Sherrie Glover 832-394-6167 <input type="checkbox"/> Aman Khan 832-394-6191 <input checked="" type="checkbox"/> Angela Calhoun 832-394-6412	
	Payment Request for (Vendor Name or Other Identifier) in this package:	Controller's Office Received by:	
1.	Bayside Printing-1900940166		Date Received: _____ Time: _____
2.			
3.			
4.			
5.			

HCDD USE ONLY

Place request(s) in HCD Courier's outgoing mailbox:
 2/27/2020 Date 08:30 am Time

Left with Receptionist

Courier delivers to Controller's Office:

_____ _____
 Date Time

***Courier Signature**

Return transmittal form to HCD F&A mailbox:

_____ _____
 Date Time

_____ _____
 Date Time

FORM OF DELIVERY:

Hand Delivered

*NOTE: ONCE SIGNED, DATED and TIME STAMPED BY THE CONTROLLER'S OFFICE, PLEASE PROVIDE SAME DAY DELIVERY OF PAYMENT REQUEST TRANSMITTAL FORM to HCD F&A Incoming Mail Box



**Texas General Land Office (Agency 305)
Community Development and Revitalization (CDR)
Houston Invoice Template
1700 N. Congress Avenue, Austin, TX 78701**

Instructions for Completing this Coversheet

Please use this coversheet for all payment requests and ensure that you have followed these instructions. Only type information into blue cells:

- 1.) On the Coversheet Tab, enter a.) the Service Period dates for this payment in the indicated cells at the top right of the coversheet; b.) Enter the TIGR draw number sequentially (1, 2, 3...); c.) enter the contract associated with the draw; and d.) Enter the DRGR Activity for the draw.
- 2.) Ensure that the 'Previous Requested' column under the *Contract Budget and Invoice Information* reflects the full sum amount requested in all prior invoices y budget
- 3.) Enter the amount currently being invoiced in the 'Request this Period' column by budget line item;
- 4.) Clearly print the name of the authorized official signing this invoice.
- 5.) Verify all information is correct, then print and sign this coversheet.
- 6.) Include the invoice, with service periods, contract number, subrecipient mail and email address, and telephone number, along with supporting documentation of all costs being invoiced (timesheets, vendor invoices, etc.). If necessary, provide additional analysis or summary of costs to make clear what costs are being invoiced, what costs are allocated or prorated, the basis for such allocation or proration, and guidance for GLO's review. Print log of all prior payments from TIGR and include as an attachment to your invoice.
- 7.) Submit the Draw Request in TIGR following previously provided TIGR instructions with all backup and supporting documentation.

Subrecipient: CITY OF HOUSTON
Subrecipient TIN: 17460011640
Activity Number: HouADMIN_DA_NA_21-134-000-C788
PCA: 22554
Program: Administration

Contract #: 19-147-001-B489
Contract Period: 1/05/2019 - 6/21/2021
Purchase Order #: EP013977
TIGR Draw #: 19-147-001-B489_729 / PR-00014823-CDR
Service Period From: 2/25/2019
Service Period To: 12/4/2020

Contract Budget and Invoice Information

DRGR Activity Budget	Previously Requested	Request This Period (Request Amount)	Requested To-Date	Remaining Balance	% Requested To-Date
\$ 15,000,000.00	\$ 2,067,707.41	\$ 4,624.41	\$ 2,072,331.82	\$ 12,927,668.18	13.82%
TOTAL: \$ 15,000,000.00	\$ 2,067,707.41	\$ 4,624.41	\$ 2,072,331.82	\$ 12,927,668.18	13.82%

Requests must:

- (a) be submitted in TIGR;
- (b) be supported by documentation that fully substantiates costs;
- (c) prominently display "GLO Contract No.";
- (d) include the service period of invoiced costs; and
- (e) include subrecipient mail and email address, and telephone number.
- (f) be for costs of \$2,500 or more.
- (g) follow notification requirements for City of Houston batching instructions.
- (h) ensure project checklist is complete, as applicable.
- (i) include finance checklist and draw tracker.

ALL EXPENDITURES RELATED TO THIS CONTRACT MUST BE CONSISTENT WITH THE REQUIREMENTS OF THE DIRECTIVE OF UNIFORM GRANT AND CONTRACT MANAGEMENT ACT OF 1981, TEXAS CIVIL STATUTES, ARTICLE 4413 (32g).

I certify that information in this request and attachments accurately reflects the work performed in accordance with the associated contract, that payment is due and has not been previously paid, and that costs included are consistent with the contract and all associated Exhibits.

Name/Title of Authorized Certifying Official: <u>Temika "TJ" Jones / Chief Financial Officer</u>	Phone Number: <u>(832) 394-8863</u>
Authorized Certifying Official Signature: <u><i>Temika Jones</i></u>	Date: <u>10/28/2021</u>
Name/Title of Authorized Certifying Official: _____	Phone Number: _____
Authorized Certifying Official Signature: _____	Date: _____



Texas General Land Office
Community Development and Revitalization
Form 16.08
Draw Request Checklist

Draw Request Checklist
Administrative, Planning, and Project Delivery

Subrecipient's Name: City of Houston (HCDD)		Contract # and/or WO#: 19-147-001-B489	
CFDA Number: Harvey 14.228	Federal Award Number: B-17-DM-48-0001		TIN Number: 746001164
Contract Start/End Date: 01/05/2019 to 06/21/2021	Draw #: 19-147-001-B489 729	Service Date(s): 02/25/2019 to 12/04/2020	Draw Amount \$: 4,624.41

GLO-CDR may request documentation in addition to the items listed below. Compliance must adhere to 2 CFR 200. Section 2 CFR 200.53 defines the following: improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and (b) improper payment includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, and payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

The Subrecipient must maintain thorough documentation for record keeping and monitoring at any given time.

Administrative Costs

<input type="checkbox"/>	General Ledger or Subsidiary Ledger Report — The ledger must be included with draw documentation showing proof of payment detailing CDBG-DR costs. Administrative costs must match the general ledger's recorded amount and the amount requested in the draw.
<input type="checkbox"/>	Salaries — Only actual hours worked directly on the CDBG-DR Program are eligible for reimbursement. Support documentation (i.e., payroll journal, cancelled payroll checks, signed timesheets (detailing CDBG-DR tasks performed for the program), and check stubs must be included. If the Subrecipient elected to expense their labor through force account, the employee's current Personnel Cost Calculation form must be on file with GLO-CDR.
<input type="checkbox"/>	Travel and Training — Support documentation (i.e., purpose of travel, location, mileage, itinerary, travel vouchers) must be included. Costs to/from CDBG-DR training workshops are eligible expenses. All travel expenses must satisfy the requirements listed in the Subrecipient/Vendor's contract.
<input checked="" type="checkbox"/>	Supplies, Rent, and Other Administrative Costs — Costs required for the administration of the CDBG-DR Program (i.e. rent, equipment, phone bills, supplies) are eligible expenses. Support documentation (a copy of invoices, receipts, etc.) must be included. A ledger showing equipment costs must be maintained separately. The final depreciation of equipment purchases must be provided to the GLO at grant closing.



Texas General Land Office
Community Development and Revitalization
Form 16.08
Draw Request Checklist

Administrative Costs	
<input type="checkbox"/>	Affirmative Marketing — A copy of the invoice(s) for the publication(s), brochures, marketing strategy documents or records, plans, etc. must be submitted detailing CDBG-DR costs.
<input type="checkbox"/>	Consultant and Professional Fees — Invoices or receipts must be included, detailing the description of the services performed by the consultant/professional against scope of contract and benchmarks achieved for the draw request. (Consultant and professional fees may be charged as EITHER administration or project delivery costs, but not both.)
<input type="checkbox"/>	Environmental Review — Must include a copy of the invoice(s). Environmental review expenses may be charged as EITHER project delivery or administrative costs, but not both.
Planning Costs	
<input type="checkbox"/>	General Ledger or Subsidiary Ledger Report — The ledger must be included with draw documentation showing proof of payment detailing CDBG-DR costs. Planning costs must match the general ledger's recorded amount and the amount requested in the draw.
<input type="checkbox"/>	Salaries — Only actual hours worked directly on the CDBG-DR Program are eligible for reimbursement. Support documentation (i.e., payroll journal, cancelled payroll checks, signed timesheets (detailing CDBG-DR tasks performed for the program), and check stubs must be included. If the Subrecipient elected to expense their labor through force account, the employee's current Personnel Cost Calculation form must be on file with GLO-CDR.
<input type="checkbox"/>	Travel and Training — Support documentation (i.e., purpose of travel, location, mileage, itinerary, travel vouchers) must be included. Costs to/from CDBG-DR training workshops are eligible expenses. All travel expenses must satisfy the requirements listed in the Subrecipient/Vendor's contract.
<input type="checkbox"/>	Consultant and Professional Fees — Invoices or receipts must be included detailing the description of the services performed by the consultant/professional against scope of contract and benchmarks achieved for the draw request. (Consultant and professional fees may be charged as EITHER administration or project delivery costs, but not both.)
<input type="checkbox"/>	Planning Activities — Copies of the community development plans (including the Consolidated Plan); functional plans (housing; land use and urban environmental design; economic development; open space and recreation; energy use and conservation; floodplain, etc.) must be provided to GLO-CDR as part of the review. Final plans, associated data, and materials become GLO-CDR property.



Texas General Land Office
Community Development and Revitalization
Form 16.08
Draw Request Checklist

Project Delivery Costs	
<input type="checkbox"/>	General Ledger or Subsidiary Ledger Report — The ledger must be included with draw documentation showing proof of payment detailing CDBG-DR costs. Support documentation must specify the activity type it is attributable to (HAP, DPA, etc.), and the National Program Objective that was met with the expenditure. Project delivery costs must match the general ledger's recorded amount and the amount requested in the draw.
<input type="checkbox"/>	Salaries — Only actual hours worked directly on the CDBG-DR Program are eligible for reimbursement. Support documentation (i.e., payroll journal, cancelled payroll checks, signed timesheets (detailing CDBG-DR tasks performed for the program), and check stubs must be included. If the Subrecipient elected to expense their labor through force account, the employee's current Personnel Cost Calculation form must be on file with GLO-CDR.
<input type="checkbox"/>	Travel and Training — Support documentation (i.e., purpose of travel, location, mileage, itinerary, travel vouchers) must be included. Costs to/from CDBG-DR training workshops are eligible expenses. All travel expenses must satisfy the requirements listed in the Subrecipient/Vendor's contract.
<input type="checkbox"/>	Consultant and Professional Fees — Invoices or receipts must be included detailing the description of the services performed by the consultant/professional. The invoices will be reviewed against the scope in the contract and benchmarks achieved for the draw request. (Consultant and professional fees may be charged as EITHER administration or project delivery costs, but not both.)
<input type="checkbox"/>	Project Soft Costs — Environmental Reviews (ER), work write-ups, cost estimates, construction oversight and inspections may be submitted. ER expenses may be charged as EITHER project delivery or administrative costs, but not both. Soft costs that ultimately result in assistance to a household may be charged as project delivery or project costs, but not both. Draw requests must include specific addresses for services such as soil testing, environmental reviews, surveys, etc. Project soft costs must comply with GLO-CDR Housing Guidelines or approved Regional Housing Guidelines.
<input type="checkbox"/>	Environmental Review — Must include a copy of the invoice(s). Environmental review expenses may be charged as EITHER project delivery or administrative costs, but not both.



Texas General Land Office
Community Development and Revitalization
Form 16.08
Draw Request Checklist

Subrecipient Certification

By signing this draw request, I certify to the best of my knowledge and belief that this draw request, including all supporting documentation, is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)

Printed Name of Authorized Signatory: Temika "TJ" Jones, Chief Financial Officer

Signature of Subrecipient:
(authorized signature)

DocuSigned by:

Temika Jones

B9760A7ECDDC4F8...

Date: 10/28/2021

59248	1202947143	1202947143	6	Business Cards (Ellary Makuch)
59248	1202947141	1202947141	6	Business Cards (Prakash Luetel)
59248	1202947144	1202947144	6	Business Cards (Andrea Smith)
59248	1202947142	1202947142	6	Business Cards (Martha "Michelle"Rodriguez)
59248	1202947145	1202947145	6	Business Cards (Peggy Colligan)

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	ADM-19A05	03/15/2019	03/13/2019	Business Cards (Ellary Makuch)	1202947143	1202947143	3200030002	BD3200077-19	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH
32000077-2019	ADM-19A05	03/15/2019	03/13/2019	Business Cards (Prakash Luetel)	1202947141	1202947141	3200030002	BD3200077-19	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	03/15/2019	03/13/2019	Business Cards (Andrea Smith)	1202947144	1202947144	3200030002	BD3200077-19	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	03/15/2019	03/13/2019	Business Cards (Martha "Michelle"Rodriguez)	1202947142	1202947142	3200030002	BD3200077-19	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	03/15/2019	03/13/2019	Business Cards (Peggy Colligan)	1202947145	1202947145	3200030002	BD3200077-19	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
												66	150.00	
													150.00	

HISD

Printing Services
MAKING IMPRESSIONS TO IMPROVE EDUCATION

REQUEST FOR PRINTING SERVICES

For Print Shop Time Stamp Only

Request #
216120

Only ONE job per Print Request form. Keep your numbered, gold copy for reference. Attach the original artwork, sample copies or notes to the **BACK of this form**. You must fill ALL applicable information in this first section.

Date: **1-18-19**

Descriptive Name for This Print Job
Bus. Cards - Ellary Makuch

Department *
HCD

Division *
Disaster Recovery

Section
Disaster Recovery

Contact Person (Print) *
Bunny Arta
~~Ellary Makuch~~

Telephone # ***713 3837271**
E-mail ***ellary.makuch@houston.tx.gov**

Dept./Div. Mgr./Signature
[Signature] **JR**

G/L Account #
520515

Cost Center #
3200030002

Order #
BD3200077-19

Fund #
5030

Business Area #
3800

Grant #
3200077-2019

Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct.

JOB DESCRIPTION

Std. Business Cards Only: One Sided Two Sided
First Name **Ellary** M.I. _____ Last Name **Makuch**
Attach Business Card Order Form (One per Print Request)

Std. Memo Pads Only

How many copies of your job do you want printed?
500

One completed copy of your job, after printing, will contain how many sheets?

Image:
 1-sided 2-sided

Finished Job Size:
 4 1/4" x 5 1/2"
 5 1/2" x 8 1/2"
 8 1/2" x 11"
 8 1/2" x 14"
 11" x 17"
Other _____

Specify Paper:
 Copy Bond Carbonless Color Copy
 Cotton Bond Text Paper
 Offset Index Card 3-Hole
 Cover Label
 Plastic Furnished
 Envelope, Size _____

Finishing Instructions:
 Fold Die Cut
 Score Emboss Blind
 Saddle Stitch Cut
 Strip Bind Drill _____ Holes
 GBC Bind Coil Bind
 Staple Hand Insert # _____
 Laminate Collate
 Perforate Foil Stamp
 Tabs
 Number (start #) _____
 Other _____

New Job
 Typeset/Design
 Exact Rerun
 Repeat w/changes (see sample)
 File provided
 Email Disk
 Other _____
 Sample provided
Scan copy

Specify Paper Color: white
Specify Ink Color: Blue Black
 Other _____

Job Description and/or Additional Instructions:
No name's name

Padding: Top Side
(# sheets) 25 50 100
 Other _____
Mounting:
 Foam Core Poster Board
 Plastic/Styro Other _____

FOR PRINT SHOP USE ONLY

Received by _____
Date _____
Total Price
\$ 30

Quote # _____
Job # _____
Invoice # _____
Notes _____

Packaging:
 Band Shrink Wrap
 Plastic/Styro Other _____

DELIVERY INSTRUCTIONS

Customer Pick Up
 Delivery \$25.00 Fee
Address _____
Out 9/15/19

Received By (Print Name) _____ Date _____

HISD

Printing
Services
MAKING IMPRESSIONS TO
IMPROVE EDUCATION

REQUEST FOR PRINTING SERVICES

For Print Shop Time Stamp Only

Request #
216124

Only ONE job per Print Request form. Keep your numbered, gold copy for reference. Attach the original artwork, sample copies or notes to the **BACK** of this form. You must fill ALL applicable information in this first section.

Date: * **2-5-2019**

Descriptive Name for This Print Job *
Bus. cards P. Luetel

Department * **HCD**

Division **Disaster Recovery & Public Services**

Section * **Disaster Recovery**

Contact Person (Print) *
Bunny Arita

Telephone # * **832-393-9110**
E-mail * **Prakash.Luetel@houstonisd.gov**

Dept./Div. Mgr. Signature
[Signature]

G/L Account #
520515

Cost Center #
3200030002

Order #
BD320007-19

Fund #
5030

Business Area #
3200

Grant #
3200077-2019

Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct.

JOB DESCRIPTION

Std. Business Cards Only: One Sided Two Sided
First Name * **Prakash** M.I. _____ Last Name * **Luetel** Std. Memo Pads Only
Attach Business Card Order Form (One per Print Request)

How many copies of your job do you want printed? <input type="text"/>	One completed copy of your job, after printing, will contain how many sheets? <input type="text"/>	Image: <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided
Finished Job Size: <input checked="" type="checkbox"/> 4 1/4" x 5 1/2" <input type="checkbox"/> 5 1/2" x 8 1/2" <input type="checkbox"/> 8 1/2" x 11" <input type="checkbox"/> 8 1/2" x 14" <input type="checkbox"/> 11" x 17" Other _____	Specify Paper: <input type="checkbox"/> Copy Bond <input type="checkbox"/> Carbonless <input type="checkbox"/> Color Copy <input type="checkbox"/> Cotton Bond <input type="checkbox"/> Text Paper <input type="checkbox"/> Offset <input type="checkbox"/> Index Card <input type="checkbox"/> 3-Hole <input type="checkbox"/> Cover <input type="checkbox"/> Label <input type="checkbox"/> Plastic <input type="checkbox"/> Furnished <input type="checkbox"/> Envelope, Size _____	Finishing Instructions: <input type="checkbox"/> Fold <input type="checkbox"/> Die Cut <input type="checkbox"/> Score <input type="checkbox"/> Emboss <input type="checkbox"/> Blind <input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Cut <input type="checkbox"/> Strip Bind <input type="checkbox"/> Drill _____ Holes <input type="checkbox"/> GBC Bind <input type="checkbox"/> Coil Bind <input type="checkbox"/> Staple <input type="checkbox"/> Hand Insert # _____ <input type="checkbox"/> Laminate <input type="checkbox"/> Collate <input type="checkbox"/> Perforate <input type="checkbox"/> Foil Stamp <input type="checkbox"/> Tabs <input type="checkbox"/> Number (start #) _____ <input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> New Job <input type="checkbox"/> Typeset/Design <input type="checkbox"/> Exact Rerun <input type="checkbox"/> Repeat w/changes (see sample) <input type="checkbox"/> File provided <input type="checkbox"/> Email <input type="checkbox"/> Disk <input type="checkbox"/> Other _____ <input type="checkbox"/> Sample provided Scan copy	Specify Paper Color: <u>White</u> Specify Ink Color: <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Other _____ Job Description and/or Additional Instructions: <u>No Mayer's Name</u>	Padding: <input type="checkbox"/> Top <input type="checkbox"/> Side (# sheets) <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> Other _____ Mounting: <input type="checkbox"/> Foam Core <input type="checkbox"/> Poster Board <input type="checkbox"/> Plastic/Styro <input type="checkbox"/> Other _____

FOR PRINT SHOP USE ONLY

Received by _____ Quote # _____
Date _____ Job # _____
Total Price _____ Invoice # _____
\$ **80** Notes _____

DELIVERY INSTRUCTIONS

Customer Pick Up
 Delivery \$25.00 Fee
Address _____
[Signature]

Received By (Print Name) _____ Date _____

HISD**Printing Services**
MAKING IMPRESSIONS TO IMPROVE EDUCATION**REQUEST FOR PRINTING SERVICES**

For Print Shop Time Stamp Only

Request #
216119

Only ONE job per Print Request form. Keep your numbered, gold copy for reference. Attach the original artwork, sample copies or notes to the **BACK** of this form. You must fill ALL applicable information in this first section.

Date: **Jan 18, 2019**

Descriptive Name for This Print Job #
Bes. Card Andrea Smith

Department **HCD**

Division **Disaster Recovery**

Section **Disaster Recovery**

Contact Person (Print) **Bunyrita Andrea Smith**

Telephone # **832-394-6149**
E-mail **andrea.smith@hcsd.org**

Dept./Div. Mgr. Signature **[Signature]**

G/L Account #
520515

Cost Center #
320030008

Order #
BD320077-19

Fund #
5030

Business Area #
3200

Grant #
3200077-2019

Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct.

JOB DESCRIPTION

Std. Business Cards Only: One Sided Two Sided
First Name **Andrea** M.I. _____ Last Name **Smith**
Attach Business Card Order Form (One per Print Request)

Std. Memo Pads Only

How many copies of your job do you want printed?
500

One completed copy of your job, after printing, will contain how many sheets?

Image:
 1-sided 2-sided

Finished Job Size:
 4 1/4" x 5 1/2"
 5 1/2" x 8 1/2"
 8 1/2" x 11"
 8 1/2" x 14"
 11" x 17"
Other _____

Specify Paper:
 Copy Bond Carbonless Color Copy
 Cotton Bond Text Paper
 Offset Index Card 3-Hole
 Cover Label
 Plastic Furnished
 Envelope, Size _____

Finishing Instructions:
 Fold Die Cut
 Score Emboss Blind
 Saddle Stitch Cut
 Strip Bind Drill _____ Holes
 GBC Bind Coil Bind
 Staple Hand Insert # _____
 Laminate Collate
 Perforate Foil Stamp
 Tabs
 Number (start #) _____
 Other _____

New Job
 Typeset/Design
 Exact Rerun
 Repeat w/changes (see sample)
 File provided
 Email Disk
 Other _____
 Sample provided
 Scan copy

Specify Paper Color: **white**
Specify Ink Color: Blue Black
 Other _____

Job Description and/or Additional Instructions:
NO MAYER'S NAME

Padding: Top Side
(# sheets) 25 50 100
 Other _____
Mounting:
 Foam Core Poster Board
 Plastic/Styro Other _____

FOR PRINT SHOP USE ONLY

Received by _____ Quote # _____
Date _____ Job # _____
Total Price _____ Invoice # _____
\$ 30 Notes _____

Packaging:
 Band Shrink Wrap
 Plastic/Styro Other _____

DELIVERY INSTRUCTIONS

Customer Pick Up
 Delivery \$25.00 Fee
Address _____
[Signature]

Received By (Print Name) _____ Date _____

HISD REQUEST FOR PRINTING SERVICES

MAKING IMPRESSIONS TO IMPROVE EDUCATION

For Print Shop Time Stamp Only

Request # **216121**

Only ONE job per Print Request form. Keep your numbered, gold copy for reference. Attach the original artwork, sample copies or notes to the **BACK** of this form. You must fill ALL applicable information in this first section.

Date: **1-18-19**

Descriptive Name for This Print Job **Bus. Cards - Martha Rodriguez**

Department **Housing & Community Develop** Division **Disaster Recovery** Section **Disaster Recovery**

Contact Person (Print) **Bunny Arita** Telephone # **832-394-6231** Dept./Div. Mgr. Signature *[Signature]*
Martha Michelle Rodriguez E-mail **martha.Rodriguez2@**

G/L Account # **520515** Cost Center # **32003002** Order # **BD3200577-19** Fund # **5030** Business Area # **3200** Grant # **32000077-2019**

Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct. **713.882.5435** *[Signature]*

JOB DESCRIPTION

Std. Business Cards Only: One Sided Two Sided Std. Memo Pads Only

First Name **Martha Michelle** M.I. _____ Last Name **Rodriguez**

Attach Business Card Order Form (One per Print Request)

How many copies of your job do you want printed? **500** One completed copy of your job, after printing, will contain how many sheets? _____

Image: 1-sided 2-sided

Finished Job Size: 4 1/4" x 5 1/2" 5 1/2" x 8 1/2" 8 1/2" x 11" 8 1/2" x 14" 11" x 17" Other _____

Specify Paper: Copy Bond Carbonless Color Copy Cotton Bond Text Paper Offset Index Card 3-Hole Cover Label Plastic Furnished Envelope, Size _____

Finishing Instructions: Fold Die Cut Score Emboss Blind Saddle Stitch Cut Strip Bind Drill _____ Holes GBC Bind Coil Bind Staple Hand Insert # _____ Laminate Collate Perforate Foil Stamp Tabs Number (start #) _____ Other _____

New Job Typeset/Design Exact Rerun Repeat w/changes (see sample) File provided Email Disk Other _____ Sample provided Scan copy

Specify Paper Color: **White** Specify Ink Color: Blue Black Other _____

Job Description and/or Additional Instructions: **No Mayor's Name**

Padding: Top Side (# sheets) 25 50 100 Other _____

Mounting: Foam Core Poster Board Plastic/Styro Other _____

Packaging: Band Shrink Wrap Plastic/Styro Other _____

FOR PRINT SHOP USE ONLY

Received by _____ Quote # _____
 Date _____ Job # _____
 Total Price **\$ 30** Invoice # _____
 Notes _____

DELIVERY INSTRUCTIONS

Customer Pick Up Delivery \$25.00 Fee

Address _____ *[Signature]*

Received By (Print Name) _____ Date _____

HISD

Printing Services

MAKING IMPRESSIONS TO IMPROVE EDUCATION

REQUEST FOR PRINTING SERVICES

For Print Shop Time Stamp Only

Request # **216118**

Only ONE job per Print Request form. Keep your numbered, gold copy for reference. Attach the original artwork, sample copies or notes to the **BACK** of this form. You must fill ALL applicable information in this first section.

Date: **1/17/19**

Descriptive Name for This Print Job: **Mrs. Annis-F. Colligan**

Department: **HCID**

Division: **DISASTER RECOVERY + PUBLIC SERVICES**

Section: **DISASTER RECOVERY**

Contact Person (Print): **Bunny Anita**

Telephone # **832-394-6145**

Dept./Div. Mgr. Signature: *[Signature]*

G/L Account # **520515**

Order # **BD3200077-19**

Business Area # **3800**

Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct.

JOB DESCRIPTION

Std. Business Cards Only: One Sided Two Sided Std. Memo Pads Only
First Name **PEGGY** M.I. _____ Last Name **COLLIGAN**
Attach Business Card Order Form (One per Print Request)

How many copies of your job do you want printed? **500**

One completed copy of your job, after printing, will contain how many sheets? _____

Finished Job Size:
 4" x 5"
 5" x 8"
 8" x 11"
 8" x 14"
 11" x 17"
Other _____

Specify Paper:
 Copy Bond Carbonless Color Copy
 Cotton Bond Text Paper
 Offset Index Card 3-Hole
 Cover Label
 Plastic Furnished
 Envelope, Size _____

Image: 1-sided 2-sided
Finishing Instructions:
 Fold Die Cut
 Score Emboss Blind
 Saddle Stitch Cut
 Strip Bind Drill _____ Holes
 GBC Bind Coil Bind
 Staple Hand Insert # _____
 Laminate Collate
 Perforate Foil Stamp
 Tabs
 Number (Start #) _____
 Other _____

New Job
 Typeset/Design
 Exact Rerun
 Repeat w/changes (see sample)
 File provided
 Email Disk
 Other _____
 Sample provided
 Scan copy

Specify Paper Color: **white**
Specify Ink Color: Blue Black
 Other _____

Job Description and/or Additional Instructions:
No Mary's name.

Padding: Top Side
(# sheets) 25 50 100
 Other _____
Mounting:
 Foam Core Poster Board
 Plastic/Styro Other _____
Packaging:
 Band Shrink Wrap
 Plastic/Styro Other _____

FOR PRINT SHOP USE ONLY

Received by _____ Quote # _____
Date _____ Job # _____
Total Price **\$ 30** Invoice # _____
Notes _____

DELIVERY INSTRUCTIONS
 Customer Pick Up
 Delivery \$25.00 Fee
Address _____
[Signature]

Received By (Print Name) _____ Date _____



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	2/25/19
Ship Via	Hold Ship to Invento
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	62954

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
50,000	Pet Licensing Remittance Envelope Job#62954/Order#COH100047 - Cost Center#6500080081;Internal Order#;Business Area#6500;Fund#2427;Grant# Ongoing Shipments of BARC items (February 2019) Job#63167/ Cost Center#6500080086;Internal Order#;Business Area#6500;Fund#2427;Grant# Postage	\$5,289.00		\$5,289.00
500	Business Cards (Ledon Pritchett) Job#63209/Req#216117- Cost Center#3200030002;Internal Order#B32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Clairisa Landry) Job#63210/Req#216115 - Cost Center#3200030002;Internal Order#B32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Latasha Smith) Job#63211/Req#216116 - Cost Center#3200030002;Internal Order#B32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Onecca Porter) Job#63213/Req#216141- Cost Center#3200030002;Internal Order#B32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	2/22/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63258

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
2,000	Certificate Holders (2 versions @ 1,000 ea.) Job#63258/Order#COH100064 - Cost Center#8000140001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$2,375.00		\$2,375.00
500	Business Cards (Marlene McNeese) Job#63307/Req#215024- Cost Center#3800060001;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
500	Vehicular Accident Report Packet Brown Kraft Env. Job#63332/Order#COH100130 - Cost Center#2100020001;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$392.82		\$392.82
5,000	White Building Permit Cards Job#63370/Req#215322 - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$601.00		\$601.00
5,000	Blue Special Inspector Observation Log Cards Job#63371/Req#215321 - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$605.01		\$605.01
10,000	Buff Inspection Record Cards Job#63372/Req#215323 - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$540.03		\$540.03
20,000	HPW Envelopes for NTMP Projects Job#63374/Order#COH100162 - Cost Center#2000020012;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$1,250.00		\$1,250.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	
Ship Via	Hold Hold for F lfill
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63375

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
4,370	Lakes of Fondren NTMP Public Notice Job#63375/Order#COH100148 - Cost Center#2000020012;Internal Order#6554-15;Business Area#2000;Fund#1001;Grant#	\$754.58		\$754.58
4,370	Lakes of Fondren NTMP Public Notice Mailing & Fulfillment Job#63376/Order#COH100148 - Cost Center#2000020012;Internal Order#6554-15;Business Area#2000;Fund#1001;Grant#	\$754.58		\$754.58
3,333	Chevy Chase NTMP Public Notice Job#63377/Order#COH100147 - Cost Center#2000020012;Internal Order#6104-11;Business Area#2000;Fund#1001;Grant#	\$710.00		\$710.00
3,333	Chevy Chase NTMP Mailing & Fulfillment Job#63378/Order#COH100147 - Cost Center#2000020012;Internal Order#6104-11;Business Area#2000;Fun#1001;Grant#	\$568.25		\$568.25
3,844	Avalon Place West NTMP Public Notice Job#63379/Order#COH100145 - Cost Center#2000020012;Internal Order#6112-11;Business Area#2000;Fund#1001;Grant#	\$742.00		\$742.00
3,581	Avalon Place West NTMP Mailing & Fulfillment Job#63380/Order#COH100145 - Cost Center#2000020012;Internal Order#612-11;Business Area#2000;Fund#1001;Grant#	\$680.74		\$680.74
2,500	Certificate Paper (Green SGP-24) JOb#63390/Order#COH100185 - Cost Center#0200006002;Internal Order#;Business Area#0200;Fund#2301;Grant#	\$473.00		\$473.00



Bayside Printing Co., Inc

160 Lockhaven Drive
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Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	2/26/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63412

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Alan Perusquia) Job#63412/Req#216080 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Megan Sellas) Job#63413/Req#216083 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Arturo Tovar) Job#63414/Req#216088 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Tony Jin) Job#63415/Req#216089 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Alfred B. Henson) Job#63416/Req#216090 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
10,000	Green Tag "Do Not Remove" Labels Job#63443/Order#COH100173 - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$1,458.01		\$1,458.01



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	2/26/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63444

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Paula C. Pineda) Job#63444/Order#COH100174 - Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$30.00		\$30.00
250	Business Cards (Niyonsaba Magnifique) Job#63446/Order#COH100175 - Cost Center#5100010001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$32.00		\$32.00
500	Business Cards (Felicia A. Douglas) Job#63447/Order#COH1001176 - Cost Center#8000100006;Internal Order#;Business Area#8000;Fund#1011;Grant#	\$30.00		\$30.00
500	Business Cards (Yolanda Guess-Jeffries) Job#63468/Req#216078 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#	\$30.00		\$30.00
500	Business Cards (Derek Sellers) Job#63469/Req#214142 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#32000001-19	\$30.00		\$30.00
500	Business Cards (Metchm Lohoues-Washington) Job#63470/Req#214141 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
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 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	2/26/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63471

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500 1202947141	Business Cards (Prakash Luetel) Job#63471/Req#216124 - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1202947142	Business Cards (Martha "Michelle" Rodriguez) Job#63474/Req#216121 - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1202947143	Business Cards (Ellary Makuch) Job#63745/Req#216120 - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1202947144	Business Cards (Andrea Smith) Job#63476/Req#216119 - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1202947145	Business Cards (Peggy Colligan) Job#63477/Req#216118 - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500	Business Cards (Bunny Arita) Job#63478/Req#216142 - Cost Center#3200030002;Internal Order#C32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00



Bayside Printing Company, Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	2/26/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63479

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Paula Jackson) Job#63479/Req#216137 - Cost Center#3200030002;Internal Order#C32000043-18;Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Jayna Mistry) Job#63480/Req#216149 - Cost Center#3200030002;Internal Order#C32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Krupa Desai) Job#63481/Req#216148 - Cost Center#3200030002;Internal Order#C32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Coryie Gilmore) Job#63482/Req#216157 - Cost Center#3200030002;Internal Order#C32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Mary Owens) Job#63483/Req#216147 - Cost Center#3200030002;Internal Order#C32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Tywana Rhone) Job#63484/Req#216146 - Cost Center#3200030002;Internal Order#C32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	2/26/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63485

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Clarence Moton) Job#63485/Req#216143 - Cost Center#3200030002;Internal Order#C32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Jenny Arias) Job#63489/Req#217730 - Cost Center#3800050007;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
500	Business Cards (Juanita A. Moore) Job#63490/Req#216100 - Cost Center#3200030002;Internal Order#G32000043-18,Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Ryan K. Bibbs) Job#63491/Req#216101 - Cost Center#3200030002;Internal Order#G32000043-18,Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Ray Miller) Job#63492/Req#216102 - Cost Center#3200030002;Internal Order#G32000043-18,Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Stephanie Pillard Wrights) Job#63496/Req#216106- Cost Center#3200030002;Internal Order#G32000043-18,Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Asia Speights) Job#63497/Req#216107 - Cost Center#3200030002;Internal Order#G32000043-18,Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	2/28/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63503

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
2,500	Elevator Operating Permit Job#63503/Order#COH100170- Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$859.00		\$859.00
20,000	HPW #10 Window Envelope Job#63504/Order#COH100171- Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$1,385.01		\$1,385.01
	Graphics Charge	\$20.00		\$20.00
1,000	Quick Reference Guide (Tri-fold) Job#63519/Order#COH100177 - Cost Center#8000100006;Internal Order#;Business Area#8000;Fund#1001;Grant#	\$465.00		\$465.00
1,000	Tuberculin Test Results Card Job#63521/Req#217731 - Cost Center#3800030002;Internal Order#A38000039-19;Business Area#3800;Fund#3800;Grant#38000039-2019	\$167.00		\$167.00
	Prepress charge	\$20.00		\$20.00
200	DVD Cover Inserts (2 versions) Job#63530/Order#COH100263 - Cost Center#3800030003;Internal Order#A38000158-17;Business Area#3800;Fund#5000;Grant#38000158-2017	\$203.79		\$203.79
50,000	FD #10 Window Envelope Job#63537/Req#U00202 - Cost Center#120002004;Internal Order#;Business Area#1200;Fund#1000;Grant#	\$2,749.96		\$2,749.96



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59248
Invoice Date	2/28/19
Date Shipped	2/28/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63537

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!				
		Subtotal		\$24,191.55
		Sales Tax		\$0.00
		Total Due		\$24,191.55

Customer Code : 1154
 Invoice Number : 59248
 Invoice Date : 2/28/19
 Invoice Amount : \$24,191.55
 Amount Paid : _____

Remit To:
 Bayside Printing Co., Inc.
 160 Lockhaven Drive
 Houston, TX 77073-5500

Remitter:
 City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

59428	1202961843	1202961843	17	Business Cards (Ardella Owusu)
59428	1202961844	1202961844	17	Business Cards (Chrystal Slaughter)
59428	1202961845	1202961845	17	Business Cards (Mayra Guevara Bontemps)

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	HOAP-19HP60	04/05/2019	04/03/2019	Business Cards (Ardella Owusu)	1202961843	1202961843	3200030002	A32000077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH
32000077-2019	ADM-19A05	04/05/2019	04/03/2019	Business Cards (Chrystal Slaughter)	1202961844	1202961844	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	04/05/2019	04/03/2019	Business Cards (Mayra Guevara Bontemps)	1202961845	1202961845	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
												66	90.00	
													90.00	

HISD

Printing Services
MAKING IMPRESSIONS TO IMPROVE EDUCATION

REQUEST FOR PRINTING SERVICES

For Print Shop Time Stamp Only	Request #
<p>Only ONE job per Print Request form. Keep your numbered, gold copy for reference. Attach the original artwork, sample copies or notes to the BACK of this form. You must fill ALL applicable information in this first section.</p>	

Date: 7/08/19

Descriptive Name for This Print Job
Business Cards

Department <u>HCD</u>	Division <u>Finance</u>	Section
--------------------------	----------------------------	---------

Contact Person (Print) <u>Bunny Anita</u>	Telephone # <u>830-394-1023</u>	Dept./Div. Mgr. Signature 
E-mail <u>bunny.anita@hisd.net</u>		

G/L Account # 520515	Cost Center # <u>3200030002</u>	Order # <u>A03200077-19</u>	Fund # <u>5030</u>	Business Area # <u>3200</u>	Grant # <u>32000077-2019</u>
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Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct. JK

JOB DESCRIPTION

Std. Business Cards Only: One Sided Two Sided **Std. Memo Pads Only**

First Name Arnella M.I. _____ Last Name Owusu

Attach Business Card Order Form (One per Print Request)

How many copies of your job do you want printed? <u>500</u>	One completed copy of your job, after printing, will contain how many sheets? _____	Image: <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided Finishing Instructions: <input type="checkbox"/> Fold <input type="checkbox"/> Die Cut <input type="checkbox"/> Score <input type="checkbox"/> Emboss <input type="checkbox"/> Blind <input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Cut <input type="checkbox"/> Strip Bind <input type="checkbox"/> Drill _____ Holes <input type="checkbox"/> GBC Bind <input type="checkbox"/> Coil Bind <input type="checkbox"/> Staple <input type="checkbox"/> Hand Insert # _____ <input type="checkbox"/> Laminate <input type="checkbox"/> Collate <input type="checkbox"/> Perforate <input type="checkbox"/> Foil Stamp <input type="checkbox"/> Tabs <input type="checkbox"/> Number (start #) _____ <input type="checkbox"/> Other _____ Padding: <input type="checkbox"/> Top <input type="checkbox"/> Side (# sheets) <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> Other _____ Mounting: <input type="checkbox"/> Foam Core <input type="checkbox"/> Poster Board <input type="checkbox"/> Plastic/Styro <input type="checkbox"/> Other _____ Packaging: <input type="checkbox"/> Band <input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Plastic/Styro <input type="checkbox"/> Other _____
Finished Job Size: <input checked="" type="checkbox"/> 4 1/4" x 5 1/2" <input type="checkbox"/> 5 1/2" x 8 1/2" <input type="checkbox"/> 8 1/2" x 11" <input type="checkbox"/> 8 1/2" x 14" <input type="checkbox"/> 11" x 17" Other _____	Specify Paper: <input type="checkbox"/> Copy Bond <input type="checkbox"/> Carbonless <input type="checkbox"/> Color Copy Paper <input type="checkbox"/> Cotton Bond <input type="checkbox"/> Text <input type="checkbox"/> Paper <input type="checkbox"/> Offset <input type="checkbox"/> Index Card <input type="checkbox"/> 3-Hole <input type="checkbox"/> Cover <input type="checkbox"/> Label <input type="checkbox"/> Plastic <input type="checkbox"/> Furnished <input type="checkbox"/> Envelope, Size _____	Specify Paper Color: <u>White</u> Specify Ink Color: <input checked="" type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Other _____ Job Description and/or Additional Instructions: <u>NO major's name</u>
<input type="checkbox"/> New Job <input type="checkbox"/> Typeset/Design <input type="checkbox"/> Exact Rerun <input checked="" type="checkbox"/> Repeat w/changes (see sample) <input type="checkbox"/> File provided <input type="checkbox"/> Email <input type="checkbox"/> Disk <input type="checkbox"/> Other _____ <input type="checkbox"/> Sample provided <input type="checkbox"/> Scan copy		

FOR PRINT SHOP USE ONLY

Received by _____	Quote # _____
Date _____	Job # _____
Total Price <u>\$ 30</u>	Invoice # _____
	Notes _____

DELIVERY INSTRUCTIONS

Customer Pick Up
 Delivery \$25.00 Fee
 Address _____
Out 7/4/19

Received By (Print Name) _____ Date _____

HISD

Printing Services
MAKING IMPRESSIONS TO IMPROVE EDUCATION

REQUEST FOR PRINTING SERVICES

For Print Shop Time Stamp Only

Request #
216122

Only ONE job per Print Request form. Keep your numbered, gold copy for reference. Attach the original artwork, sample copies or notes to the **BACK** of this form. You must fill ALL applicable information in this first section.

Date: **1-18-2019**

Descriptive Name for This Print Job
Bus. Cards - Crystal Slaughter

Department # **HCDD**

Division # **Disaster Recovery**

Section # **Disaster Recovery**

Contact Person (Print) # **Bunny Ariza**
Crystal Slaughter

Telephone # **832.394.6296**
E-mail # **Crystal.Slaughter@housdps.gov**

Dept./Div. Mgr. Signature
[Signature]

G/L Account # **520515**

Cost Center # **320003002**

Order # **BD3200077-19**

Fund # **5030**

Business Area # **3200**

Grant # **32000977-2019**

Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct.

JOB DESCRIPTION

Std. Business Cards Only: One Sided Two Sided
First Name **Crystal** M.I. Last Name **Slaughter**
Attach Business Card Order Form (One per Print Request)

Std. Memo Pads Only

How many copies of your job do you want printed? **500**

One completed copy of your job, after printing, will contain how many sheets? **500**

Finished Job Size:
 4 1/2" x 5 1/2"
 5 1/2" x 8 1/2"
 8 1/2" x 11"
 8 1/2" x 14"
 11" x 17"
Other _____

Specify Paper:
 Copy Bond Carbonless Color Copy
 Cotton Bond Text Paper
 Offset Index Card 3-Hole
 Cover Label
 Plastic Furnished
 Envelope, Size _____

New Job
 Typeset/Design
 Exact Rerun
 Repeat w/changes (see sample)
 File provided
 Email Disk
 Other _____
 Sample provided
 Scan copy

Specify Paper Color: **white**
Specify Ink Color: Blue Black
 Other _____

Job Description and/or Additional Instructions:
No Way's Name

Image:
 1-sided 2-sided
Finishing Instructions:
 Fold Die Cut
 Score Emboss Blind
 Saddle Stitch Cut
 Strip Bind Drill _____ Holes
 GBC Bind Coil Bind
 Staple Hand Insert # _____
 Laminate Collate
 Perforate Foil Stamp
 Tabs
 Number (Start #) _____
 Other _____

Padding: Top Side
(# sheets) 25 50 100
 Other _____
Mounting:
 Foam Core Poster Board
 Plastic/Styro Other _____

FOR PRINT SHOP USE ONLY

Received by _____
Date _____

Quote # _____
Job # _____

Total Price
\$30

Invoice # _____
Notes _____

DELIVERY INSTRUCTIONS

Customer Pick Up
 Delivery \$25.00 Fee
Address _____
Out 2/15/19

Received By _____ Date _____
(Print Name)

HISD

Printing Services
MAKING IMPRESSIONS TO IMPROVE EDUCATION

REQUEST FOR PRINTING SERVICES

For Print Shop Time Stamp Only

Request #
216123

Date: **1-18-2019**

Only ONE job per Print Request form. Keep your numbered, gold copy for reference. Attach the original artwork, sample copies or notes to the **BACK** of this form. You must fill ALL applicable information in this first section.

Descriptive Name for This Print Job
BUS. CARDS - MAYRA BONTEMPS

Department # **HCDD**

Division # **DISASTER RECOVERY + Public Services**

Section # **DISASTER RECOVERY**

Contact Person (Print) # **Bunny Arita**
MAYRA BONTEMPS

Telephone # # **832.394.6115**
E-mail # **MAYRA.BONTEMPS@HOUSTONTX.GOV**

Dept./Div. Mgr. Signature
[Signature]

G/L Account #
520515

Cost Center #
3200030002

Order #
BD3200077-14

Fund #
5030

Business Area #
3200

Grant #
32000077-2019

Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct.

JOB DESCRIPTION

Std. Business Cards Only: One Sided Two Sided
First Name # **MAYRA** M.I. _____ Last Name # **BONTEMPS**
Attach Business Card Order Form (One per Print Request)

Std. Memo Pads Only

How many copies of your job do you want printed?
500

One completed copy of your job, after printing, will contain how many sheets?

Image: 1-sided 2-sided

Finished Job Size:
 4 1/4" x 5 1/2"
 5 1/2" x 8 1/2"
 8 1/2" x 11"
 8 1/2" x 14"
 11" x 17"
Other _____

Specify Paper:
 Copy Bond Carbonless Color Copy
 Cotton Bond Text Paper
 Offset Index Card 3-Hole
 Cover Label
 Plastic Furnished
 Envelope, Size _____

Finishing Instructions:
 Fold Die Cut
 Score Emboss Blind
 Saddle Stitch Cut
 Strip Bind Drill _____ Holes
 GBC Bind Coil Bind
 Staple Hand Insert # _____
 Laminate Collate
 Perforate Foil Stamp
 Tabs
 Number (Start #) _____
 Other _____

New Job
 Typeset/Design
 Exact Rerun
 Repeat w/changes (see sample)
 File provided
 Email Disk
 Other _____
 Sample provided
 Scan copy

Specify Paper Color: **white**
Specify Ink Color: Blue Black
 Other _____

Padding: Top Side
(# sheets) 25 50 100
 Other _____

Job Description and/or Additional Instructions:
NO MAYRA'S NAME

Mounting:
 Foam Core Poster Board
 Plastic/Styro Other _____

FOR PRINT SHOP USE ONLY

Received by _____ Quote # _____
Date _____ Job # _____
Total Price **\$ 30** Invoice # _____
Notes _____

Packaging:
 Band Shrink Wrap
 Plastic/Styro Other _____

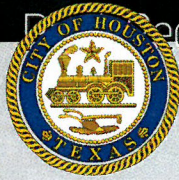
DELIVERY INSTRUCTIONS

Customer Pick Up
 Delivery \$25.00 Fee
Address _____
[Signature]

Received By (Print Name) _____ Date _____



- HOME
- ABOUT
- SERVICES
- CERTIFICATIONS
- SALES
- CSP
- BLOG
- RESOURCES
- TESTIMONIALS
- COMMUNITY
- JOBS
- CONTACT



Welcome City of Houston Employees

Please use this on-line form to submit your print request electronically. You will be given an opportunity to submit your artwork at the end. Please note that this form replaces any previous paperwork form used in the past. You will be sent a confirmation email and contact info for our customer service if you need to follow up on your order.

Job Description

White Letter Mailing Envelopes with Return Address & Window

Descriptive Name For This Print Job

Contact *

Bunny Arita

First Name

Last Name

Date

04-12-2019

Date

Email *

Bunny.Arita@houstontx.gov

example@example.com

Phone Number *

832

Area Code

394-6123

Phone Number

Department

Housing and Community Development

Division

Disaster Recovery

Section

Division Manager *

Mayra Bontemps

manager@example.com

Division Manager Email *

Mayra.Bontemps@houstontx.gov

manager@example.com

Funding Information

G/L Account # 520515

Cost Center *

3200030002

SAP Internal Order Number

BD 3200077-19

Example: A33000125-19

SAP Grant Number

32000077-19

Example: 3800125-2019

Fund Number *

5030

Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Standard Business Card

Select an option for a business card order

Memo Pads

Select a quantity for a memo pad order (100 sheets per pad)

Quantity *

ex: 500 2500

How many copies do you want printed?

Image

- 1 Sided
- 2 Sided

Color

Handwritten: Mayra 4/18/19

Handwritten: JR

Handwritten: Out 4/18/19



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/8/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63224

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Betty Davis) Job#63224/Order#COH100119 - Cost Center#8000150001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$30.00		\$30.00
500	Business Cards (Juan Barrera) Job#63433/Req#216095 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
1,000	Business Cards (Tom McCasland) Job#63437/Order#COH100186 - Cost Center#3200030002;Internal Order#B32000043-18;Business Area#3200;Fund#5000;Grant#32000043-2018	\$40.00		\$40.00
500	Business Cards (Benjamin Zimmermann) Job#63438/Req#216096 - Cost Center#3200030002;Internal Order#H32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Mayra Guevara Bontemps) Job#63472Req#216123 - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
1202961845				
500	Business Cards (Chrystal Slaughter) Job#63473/Req#216122 - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
1202961844				
500	Business Cards (Ardella Owusu) Job#63487/Order#COH100234 - Cost Center#3200030002;Internal Order#A0320007-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
1202961843				



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/15/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63494

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Daniel J. Pinto) Job#63494/Req#216103 - Cost Center#3200030002;Internal Order#G32000043-18,Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Michael A. Firenza) Job#63498/Req#216108 - Cost Center#3200030002;Internal Order#G32000043-18,Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Darlene Castille) Job#63499/Req#216109 - Cost Center#3200030002;Internal Order#G32000043-18,Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
30,000	DO NOT REMOVE Green Tags Job#63534/Req#215319 - Cost Center#2000060003;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$3,999.00		\$3,999.00
500	Business Cards (Adia Jones) Job#63552/Order#COH100252 - Cost Center#2000070003;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$30.00		\$30.00
500	Business Cards (Daireyon Hooks) Job#63554/Order#COH100253 - Cost Center#2000070003;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$30.00		\$30.00
250	Business Cards (Robbin Duplessis) Job#63560/Order#COH100264 - Cost Center#8000050001;Internal Order#;Business Area#8000;Fund#1000;Grant#	\$28.00		\$28.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/1/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63561

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Ashley Chowdhury) Job#63561/Order#COH100265 - Cost Center#8000120002;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$30.00		\$30.00
500	Business Cards (Annetta Vaughn) Job#63562/Order#COH100266 - Cost Center#8000120002;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$30.00		\$30.00
500	Business Cards (Doug Prater) Job#63563/Order#COH100268 - Cost Center#3200030002;Internal Order#F32000043-18;Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Pirooz Farhoomand) Job#63572/Order#COH100271 - Cost Center#3200030002;Internal Order#F32000043-18;Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Christine Muntz) Job#63587/Order#COH100290 - Cost Center#2000020003;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$30.00		\$30.00
500	Business Cards (Tinisha A. Williams) Job#63619/Order#COH100305 - Cost Center#1600070001;Internal Order#A16000002-19;Business Area#1600;Fund#5010;Grant#16000002-2019	\$30.00		\$30.00
500	Business Cards (Elizema Velazquez) Job#63620/Order#COH100304 - Cost Center#3200030002;Internal Order#F32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/8/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63622

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Dean Torreros-Carter) Job#63622/Order#COH100303 - Cost Center#3200030002;Internal Order#F32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Yan Xu) Job#63624/Order#COH100301 - Cost Center#3200030002;Internal Order#F32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Nichole Joseph) Job#63625/Order#COH100300 - Cost Center#3200030002;Internal Order#F32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Cards (Adam Holmes) Job#63626/Order#COH100299 - Cost Center#1100020001;Internal Order#;Business Area#1100;Fund#1000;Grant#	\$30.00		\$30.00
500	Business Cards (Christylla Miles) Job#63627/Order#COH100298 - Cost Center#1100020001;Internal Order#;Business Area#1100;Fund#1000;Grant#	\$30.00		\$30.00
10	Notice Ordinance Violation Label pads Job#63629/Req#4-03118-A CostCenter#1100020001;Internal Order#;Business Area#1100;Fund#1000;Grant#	\$250.00		\$250.00
	Graphics	\$40.00		\$40.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/8/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63630

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	HCCD Door Hanger Job#63630/Order#COH100302 - Cost Center#3200030002;Internal Order#Y32000001-18;Business Area#3200;Fund#5000;Grant#32000001-2018	\$254.49		\$254.49
500	Medical Release Form (2pt NCR) Job#63633/Req# 216442 - Cost Center#1100040001;Internal Order#;Business Area#1100;Fund#1000;Grant#	\$259.00		\$259.00
	Graphics	\$40.00		\$40.00
250	Business Cards (Jedediah Greenfield) Job#63664/Order#COH100315 - Cost Center#2000090010;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$28.00		\$28.00
250	Business Cards (Charles (Chuck) Michaels) Job#63665/Order#COH100316 - Cost Center#2000090010;Internal Order#; Business Area#2000;Fund#8300;Grant#	\$28.00		\$28.00
500	Business Cards (Lamar Kimble) Job#63666/Req#U-03118-A - Cost Center#3800020002;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
142	Monthly Lien Billing Statements Job#63684/Req#214619 - Cost Center#6400-90002;Internal Order#;Business Area#6400;Fund#1000;Grant#	\$169.03		\$169.03
	Postage	\$71.00		\$71.00
250	Business Cards (Vincent Wells) Job#63717/Order#COH100322 - Cost Center#2000010010;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$28.00		\$28.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/15/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63721

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Noel A. Pinnock) Job#63721/Req#215021 - Cost Center#3800010009;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$35.00		\$35.00
250	Business Cards (Arva Lynette Howard) Job#63722/Order#COH100341 - Cost Center#9000060001;Internal Order#;Business Area#9000;Fund#1000;Grant#	\$28.00		\$28.00
20	Personalized Memo Pads (Stephen Hooks) Job#63723/Order#COH100257 - Cost Center#2000040001;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$218.00		\$218.00
100	Business Card (Greg Travis) Natural cover Job#63731/Order#COH100059 - Cost Center#5500010007;Internal Order#;Business Area#5500;Fund#5500;Grant#	\$186.00		\$186.00
10	Personalized Memo Pads (Aisha Niang) Job#63761/Order#COH100327 - Cost Center#2000040002;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$175.00		\$175.00
10	Personalized Memo Pads (Kedrick Alexander) Job#63762/Order#COH100329 - Cost Center#2000040002;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$175.00		\$175.00
10	Personalized Memo Pads (Ashley R. Adams) Job#63765/Order#COH100330 - Cost Center#2000040002;Internal Order #;Business Area#2000;Fund#8300;Grant#	\$175.00		\$175.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/15/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63766

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
10	Personalized Memo Pads (Sonceria K. Johnican) Job#63766/Order#COH100332 - Cost Center#2000040002;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$175.00		\$175.00
10	Personalized Memo Pads (Johnny D. McGrew) Job#63767/Order#COH100336 - Cost Center#2000040002;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$175.00		\$175.00
10	Personalized Memo Pads (Joe Rivers) Job#63768/Order#COH100338 - Cost Center#2000040002;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$175.00		\$175.00
10	Personalized Memo Pads (Arva Lynette Howard) Job#63769/Order#COH100341 - Cost Center#9000060001;Internal Order#;Business Area#9000;Fund#1000;Grant#	\$175.00		\$175.00
500	Business Cards (Shemia Lindsey) Job#63778/Order#100342 - Cost Center#5500010002;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$30.00		\$30.00
250	Business Cards (Salvador Wheeler) Job#63781/Order#COH100346 - Cost Center#2000010010;Internal Order#;Business Area#2000;Fund#2074;Grant#	\$28.00		\$28.00
250	Business Cards (Shawn Brooks) Job#63782/Order#COH100347 - Cost Center#2000010010;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$28.00		\$28.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/15/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63783

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
250	Business Cards (James R. Hurd Jr.) Job#63783/Order#COH100348 - Cost Center#2000010010;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$28.00		\$28.00
500	Business Cards (Norman Holt) Job#63784/Order#COH100349 - Cost Center#6500090001;Internal Order#;Business Area#6500;Fund#8700;Grant#	\$35.00		\$35.00
500	Business Cards (Paul Dugas) Job#63785/Order#COH100350 - Cost Center#6500900001;Internal Order#;Business Area#6500;Fund#8700;Grant#	\$35.00		\$35.00
500	Business Cards (Lennisha Walker) Job#63786/Req#215019 - Cost Center#3800010009;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$35.00		\$35.00
500	Business Cards (Christopher Key) Job#63787/Order#COH100353 - Cost Center#3800030003;Internal Order#C38000040-17;Business Area#3800;Fund#5000;Grant#38000040-2017	\$30.00		\$30.00
500	Business Cards (Tanesha Townsend) Job#63788/Order#COH100354 - Cost Center#3800030003;Internal Order#A38000007-19;Business Area#3800;Fund#5010;Grant#38000001-2019	\$30.00		\$30.00
500	Business Cards (Claudius Anyalebechi) Job#63789/Order#COH100355 - Cost Center#2000070003;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/15/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63790

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Melanie Chow) Job#63790/Order#COH100356 - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$30.00		\$30.00
500	Business Cards (Arnaldo Madera) Job#63791/Order#COH100357 - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$30.00		\$30.00
200	Project PODER: HIV Prevention through Transmission Job#63812/Order#COH100351 - Cost Center#3800030004;Internal Order#A38000036-19;Business Area#3800;Fund#5000;Grant#	\$155.00		\$155.00
500	BC Imprint Houston Airport (LaTonja P. Ware) Job#63815/Order#COH100365 - Cost Center#2800020004;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$179.00		\$179.00



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59428
Invoice Date	3/15/19
Date Shipped	3/15/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	63815

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!		Subtotal		\$8,349.52
		Sales Tax		\$0.00
		Total Due		\$8,349.52

Customer Code : 1154
 Invoice Number : 59428
 Invoice Date : 3/15/19
 Invoice Amount : \$8,349.52
 Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

59826	1202977039	1202977039	28	Disaster Recovery #10 Window Envelope
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Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	ADM-19A05	05/17/2019	05/17/2019	Disaster Recovery #10 Window Envelope	1202977039	1202977039	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	540.39	BATCH
												66	540.39	
													540.39	

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59826
Invoice Date	5/3/19
Date Shipped	5/3/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64202

City of Houston
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
300	Taxi Short Trip Tickets ABCDE (New Size 2.5"x3.5") Job#64202Order#COH100472 - Cost Center#2800040028;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$1,175.99		\$1,175.99
1,000	Immunization Pocket Schedules (REVISION) Job#64271/Order#COH100547- Cost Center#3800030003;Internal Order#A38000158-17;Business Area#3800;Fund#5000;Grant#38000158-2017	\$1,642.00		\$1,642.00
200	GT Personal Trip Form (Green) Job#64299/Order#COH100543- Cost Center#2800040028;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$898.27		\$898.27
64	Ground Transportation Invoice Books Job#64301/Order#COH100471- Cost Center#2800040028;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$1,748.00		\$1,748.00
3,000	Re-Entry Tri-fold Brochure Job#64447/Orde#COH100399- Cost Center#3800070017;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$836.91		\$836.91
4	Re- Entry Posters (mounted/foam core + Laminate) Job#64448/Order#COH100633 - Cost Center#3800070017;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$310.00		\$310.00
4	Re-Entry Table Top Signs (Mounted on Foam Core) Job#64450/Order#COH100631 - Cost Center#3800070017;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$190.00		\$190.00



Bayside Printing Company, Inc

16 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59826
Invoice Date	5/3/19
Date Shipped	5/2/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	64512

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Medical Questionnaire (4pg) Job#64512/Order#COH100586- Cost Center#8000080001;Internal Order#;Business Area#8000;Fund#1011;Grant#	\$400.05		\$400.05
5,000 1202977039	Disaster Recovery #10 Window Envelope Job#64514/Order#100649- Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$540.39		\$540.39
1,500	Fresh RX Coupons Job#64547/Order#100594- Cost Center#3800070019;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$210.02		\$210.02
150	HES - Fresh RX Coupons Job#64548/Order#COH100595- Cost Center#3800070019;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$134.69		\$134.69



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59826
Invoice Date	5/3/19
Date Shipped	5/2/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64548

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!		Subtotal		\$8,086.32
		Sales Tax		\$0.00
		Total Due		\$8,086.32

Customer Code : 1154
 Invoice Number : 59826
 Invoice Date : 5/3/19
 Invoice Amount : \$8,086.32
 Amount Paid : _____

Remit To:
 Bayside Printing Co., Inc.
 160 Lockhaven Drive
 Houston, TX 77073-5500

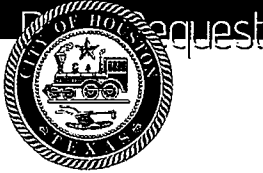
Remitter:
 City of Houston
 P.O. Box 1562
 Houston, TX 77251-1562

59876	1202989077	1202989077	32	Business Cards (Wilson Mok)
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Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User	
32000077-2019	HOAP-19HP60	05/31/2019	05/24/2019	Business Cards (Wilson Mok)	1202989077	1202989077	3200030002	A32000077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH	
												66	▪	30.00	
													▪	30.00	



- HOME
- ABOUT
- SERVICES
- CERTIFICATIONS
- SALES
- CSR
- BLOG
- RESOURCES
- TESTIMONIALS
- COMMUNITY
- JOBS
- CONTACT



Welcome City of Houston Employees

Please use this on-line form to submit your print request electronically. You will be given an opportunity to submit your artwork at the end. Please note that this form replaces any previous paperwork form used in the past. You will be sent a confirmation email and contact info for our customer service if you need to follow up on your order.

Job Description

Business Cards

Wilson Mok

Descriptive Name For This Print Job

Contact *

Date

Bunny

Arita

04-24-2019

First Name

Last Name

Date

Email *

Bunny.Arita@houstontx.gov

example@example.com

Phone Number *

832

394-6123

Area Code

Phone Number

Department

Housing and Community Development

Division

Finance

Section

Disaster Recovery

Division Manager *

Ellen Eudy

Division Manager Email *

Ellen.Eudy@houstontx.gov

manager@example.com

Funding Information

G/L Account # 520515

Cost Center *

320003002

SAP Internal Order Number

A03200077-19

Example: A3800125-19

SAP Grant Number

32000077-2019

Fund Number *

5030

Example: 38000125-2019

Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Standard Business Card

Standard Blue 1 sided

Quantity

500

Mayor's Name

No

Select an option for a business card order

Name

Wilson Mok

Title

Division Manager


\$30

Handwritten signatures and dates: M. Daniels 4/25/19, J.R., and Dwyer 4/29/19

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON
Aviation Department

Name of Mayor
Mayor

Name Title

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address

Front

Information for back of card such as
additional contact information, mission
statement, etc.

Back

Example

1 Choose QUANTITY <input checked="" type="checkbox"/> 500 <input type="checkbox"/> 1000	2 Are you Executive Level, or Pay Grade 30 or above? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	3 TYPE the information that will appear on your card. All incomplete orders will be returned for processing the following week.
---	--	--

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing and Community Development

Name Wilson Mok

Title Division Manager

Mailing Address 2100 Travis, Houston, Texas 77002 (9th Floor)

Office location (if different than mailing address) _____

Phone 832-394-6272 Fax _____ Cell _____

E-mail Wilson.Mok@houstontx.gov Web site _____

Information for back of card (if applicable) _____

▶ **Please carefully check printed business cards for errors upon receipt.** If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:

City of Houston - Mailroom
Bunny Arita
2100 Travis St., 9th Floor
Houston, TX 77002
Phone: (832) 394-6123

Customer Code: **1154**

Job Number: **64671**

Shipment Number: **32217**

Shipment Date: **5/17/19** **9:39 AM**

Ship Via: **Local Delivery -**

Customer PO :

Salesperson: **David Solis**

CSR: **Sherri Curbow**

Notes:

Job Description: **Business Cards (Wilson Mok)**
Cost Center#3200030002;Internal Order#G32000043-18;Business
Area#3200;Fund#5000;Grant#32000043-2018

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	500 Job: Business Cards (Wilson Mok)
1		500	Total Shipped of 500 ordered

Handwritten: 6165433
Chuncku Hunter
5/18/19

Shipped By: scurbow

The above items have been received in good condition.

RECEIVED: By : _____

Date : _____



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59876
Invoice Date	5/17/19
Date Shipped	5/17/19
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64579

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Lisa Flood Johnson) Job#64579/Order#COH100655- Cost Center#2500030001;Internal Order#;Business Area#2500;Fund#1000;Grant#	\$30.00		\$30.00
50	Aquatic Center Manual (80-pages + Cover set) Job#64633/Order#COH100693- Cost Center#3600090005;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$728.99		\$728.99
20	Nemours Facilitator Book (38-PGS + 4-Tabs + Cover) Job#64638/Order#COH100652- Cost Center#3800050029;Internal Order#A38000090-19;Business Area#3800;Fund#5030; Grant#	\$610.01		\$610.01
1,000	Lead safe cleaning tips (2) Versions of (4-Pagers) Job#64669/Order#100694- Cost Center#3800040002;Internal Order#A38000125-19;Business Area#3800;Fund#5000;Grant#38000125-2019	\$678.01		\$678.01
500	Business Cards (Rupa Sen) Job#64670/Order#COH100685- Cost Center#3200030002;Internal Order#G32000043-18;Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
500	Business Cards (Wilson Mok) Job#64671/Order#COH100686- Cost Center#3200030002;Internal Order#A03200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
1202989077				
500	Business Cards (Taylisha Clark) Job#64674/Order#COH100690- Cost Center#3200030002;Internal Order#F32000043-18;Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59876
Invoice Date	5/17/19
Date Shipped	5/17/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64696

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
250	Business Cards (Callie Hall) Job#64696/Order#COH100692- Cost Center#3800060006;Internal Order#E38000073-19;Business Area#3800;Fund#5030;Grant#38000073-2019	\$28.00		\$28.00
250	Business Cards (Candice D. Haynes) Job#64697/Order#COH100700- Cost Center#9000080001;Internal Order#;Business Area#9000;Fund#1000;Grant#	\$28.00		\$28.00
500	Business Cards (Rocio Flores) Job#64698/Order#COH100704- Cost Center#3800040002;Internal Order#B38000044-19;Business Area#3800;Fund#5000;Grant#38000044-2019	\$30.00		\$30.00
500	Business Cards (Dipti Mathur-Ghorpade) Job#64699/Req#E2598- Cost Center#7000090001;Internal Order#;Business Area#7000;Fund#2308;Grant#	\$30.00		\$30.00
500	HTV #10 Regular Envelopes Opaque Natural White Job#64703/Order#COH100680- Cost Center#5000020003;Internal Order#;Business Area#5000;Fund#2428;Grant#	\$299.00		\$299.00
500	Business Cards (Porsche Zenon) Job#64712/Order#COH100711- Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$35.00		\$35.00
300	HFD Check-out List (Retirees & Resignees) Job#64713/Order#COH100600- Cost Center#1200020003;Internal Order#;Business Area#1200;Fund#1000;Grant#	\$177.00		\$177.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59876
Invoice Date	5/17/19
Date Shipped	5/17/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64726

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,000	Compliance Business Cards (Generic) Job#64726/Order#COH100715- Cost Center#6500900001;Internal Order#;Business Area#6500;Fund#8700;Grant#	\$50.00		\$50.00
500	Business Cards (Maria Lugo) Job#64727/Order#COH100717- Cost Center#3800040005;Internal Order#;Business Area#3800;Fund#2009;Grant#	\$30.00		\$30.00
500	Business Cards (Kim Knapp) Job#64728/Order#COH100722- Cost Center#3800030002;Internal Order#A38000039-19;Business Area#3800;Fund#5000;Grant#38000039-2019	\$30.00		\$30.00
500	Business Cards (Barry Barnes) Job#64729/Order#COH100724- Cost Center#3800030004;Internal Order#C38000057-19;Business Area#3800;Fund#5000;Grant#38000057-2019	\$30.00		\$30.00
1,000	Business Cards (Lucy Lara) Job#64730/Order#COH100726- Cost Center#3800030004;Internal Order#C38000057-19;Business Area#3800;Fund#5000;Grant#38000057-2019	\$40.00		\$40.00
1,000	Business Cards (Kamikka Phillips-Scott) Job#64731/Order#COH100727- Cost Center#3800030004;Internal Order#C38000057-19;Business Area#3800;Fund#5000;Grant#38000057-2019	\$40.00		\$40.00
1,000	Business Cards (Quinchele Vaughn) Job#64732/Order#COH100730- Cost Center#3800030004;Internal Order#C38000057-19;Business Area#3800;Fund#5000;Grant#38000057-2019	\$40.00		\$40.00



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59876
Invoice Date	5/17/19
Date Shipped	5/13/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64745

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,000	Dept. of Health & Human Svcs #10 envleope Job#64745/Order#COH100713- Cost Center#3800020009;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$288.01		\$288.01
250	Business Cards (Kirby Bonier, M.S.) 130# Cover Job#64755/Order#COH100732- Cost Center#3800030004;Internal Order#C38000057-19;Business Area#3800;Fund#5000;Grant#38000057-2019	\$189.01		\$189.01
Thank you for your business!		Subtotal		\$3,501.03
		Sales Tax		\$0.00
		Total Due		\$3,501.03

Customer Code : 1154
Invoice Number : 59876
Invoice Date : 5/17/19
Invoice Amount : \$3,501.03
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

59959	1202990342	1202990342	37	Business Cards (Generic)
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Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User	
32000077-2019	ADM-19A05	06/10/2019	06/07/2019	Business Cards (Generic)	1202990342	1202990342	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH	
												66	▪	30.00	
													▪▪	30.00	



Job Description

None
Descriptive Name for this Job

Date
5-22-2019

Contact

Housing Specialist
First and Last Name

Email
housingrecovery@houstontx.gov
example@houstontx.gov

Phone Number
832-393-0550

Department
Housing & Community Development
Section

Division
Disaster Recovery

Division Manager
Ellary Makuch

Ellary Makuch 5-22-19

Division Manager Email
Ellary.Makuch@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

JD *JK* *ML 5/23/19*

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

Please order 500 generic business cards for the Disaster Recovery Division Housing Specialist.

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department Housing & Community Development
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

430

Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.209.9500.
To access the Online Print Request click www.baysideprinting.com/printrequest.html



Delivery Receipt

Bayside Printing Co., Inc.
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
 City of Houston - Mailroom
 Housing Specialist
 2100 Travis St., 4th Floor
 Houston, TX 77002
 Phone: (832) 393-0550

Customer Code: 1154
 Job Number: 64950
 Shipment Number: 32593
 Shipment Date: 5/31/19 1:35 PM
 Ship Via: Local Delivery -
 Customer PO :
 Salesperson: David Solis
 CSR: Sherri Curbow

Notes:

Job Description: **Business Cards (Generic)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	500 Job: Business Cards (Generic)
1		500	Total Shipped of 500 ordered

Shipped By: scurbow

The above items have been received in good condition.

RECEIVED:

By:

[Signature] 146069

Date:

5-6-19

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59959
Invoice Date	5/31/19
Date Shipped	5/28/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64085

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
250	Business Cards (Deb Stewart) Job#64085/Order#COH100477- Cost Center#2000090010;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$28.00		\$28.00
250	Business Cards (Patrick Coleman) Job#64491/Order#COH100629- Cost Center#5500010013;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$28.00		\$28.00
75,000	Ready Houston Note Pads Job#64521/Order#100651- Cost Center#5000010001;Internal Order#B50000024-18;Business Area#5000;Fund#5030;Grant#50000024-2018	\$29,424.60		\$29,424.60
500	Business Cards (Debra Grisby) Job#64584/Order#COH100678- Cost Center#3600150016;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
500	Business Cards (Erin Thomas) Job#64585/Order#COH100679- Cost Center#3600150014;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
500	Business Cards (Nicholas Gatlin) Job#64672/Order#COH100689- Cost Center#2000010011;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$35.00		\$35.00
250	Flat Item Digital : Business Cards (Michelle Goldman) Job#64794/Order#COH100748- Cost Center#5100030001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$32.00		\$32.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59959
Invoice Date	5/31/19
Date Shipped	5/28/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64795

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Timothy E. Singleton) Job#64795/Order#COH100750- Cost Center#3600150071;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
500	Business Cards (William A. Stonum) Job#64796/Order#COH100751- Cost Center#3600150030;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
500	Business Cards (Mark Carter) Job#64797/Order#COH100752- Cost Center#3600150058;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
500	Business Cards (Miguel A. Lopez) Job#64798/Order#COH100753- Cost Center#3600150018;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
500	Chronic Hep B Screening & Mgmt Guide (12pg sc) Job#64832/Order#COH100734- Cost Center#3800030003;Internal Order#C38000040-17;Business Area#3800;Fund#5000;Grant#38000040-2017	\$876.00		\$876.00
500	2019 Medicare Program (16-Page Selfcover) Job#64833/Order#COH100754- Cost Center#8000120001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$1,375.00		\$1,375.00
150	Patient Brochure Vietnamese (16-Page + 4-Cover) Job#64852/Order#COH100736- Cost Center#3800030003;Internal Order#C38000040-17;Business Area#3800;Fund#5000;Grant#38000040-2017	\$576.00		\$576.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59959
Invoice Date	5/31/19
Date Shipped	5/30/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64853

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
150	Patient Brochure English (16-Page + 4-Page Cover) Job#64853/Order#COH100733- Cost Center#3800030003;Internal Order#C38000040-17;Business Area#3800;Fund#5000;Grant#38000040-2017	\$576.00		\$576.00
500	Business Cards (Elvira Soto) Job#64870/Order#COH100776- Cost Center#3800010010;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$35.00		\$35.00
500	Human Resources #10 Non-window Envelope Job#64872/Req#H3641- Cost Center#8000220001;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$272.00		\$272.00
10,000	Consumer Health Services Bureau #10 Window Env Job#64873/Order#COH100777- Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$1,070.02		\$1,070.02
1,000	MIPPA Flyers Job#64878/Order#COH100721- Cost Center#3800030005;Internal Order#A38000018-19;Business Area#3800;Fund#5010;Grant#38000018-2019	\$355.00		\$355.00
500	Business Cards (Jared Scott) Job#64894/Req#215239- Cost Center#2100010001;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$30.00		\$30.00
500	Business Cards (Denise Hinojosa) Job#64895/Req#215238- Cost Center#2100010001;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$30.00		\$30.00
500	Business Cards (James Garza) Job#64902/Order#COH100785- Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$35.00		\$35.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59959
Invoice Date	5/31/19
Date Shipped	5/31/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64903

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Business Cards (Donald W. Black) Job#64903/Order#COH100789- Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$35.00		\$35.00
1,000	Business Cards (Margarita Thomas) Job#64904/Order#COH100792- Cost Center#3800030004;Internal Order#A38000015-19;Business Area#3800;Fund#5030;Grant#38000015-2019	\$40.00		\$40.00
250	Business Cards (Raj Shah) Job#64915/Order#COH100793- Cost Center#2000080001;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
500	Business Cards (Brienne Rainsberger, MSN, MPH, RN) Job#64916/Order#COH100794- Cost Center#3800050025;Internal Order#A38000012-19;Business Area#3800;Fund#5030;Grant#38000012-2019	\$30.00		\$30.00
600	HES RACK CARD SPN Job#64925/Order#COH100788- Cost Center#3800070019;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$177.39		\$177.39
400	HES RACK CARD ENG Job#64926/Order#COH100787- Cost Center#3800070019;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$162.73		\$162.73
600	KNOW Parking Cards Job#64929/Order#COH100791- Cost Center#6500900001;Internal Order#;Business Area#6500;Fund#8700;Grant#	\$190.80		\$190.80



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	59959
Invoice Date	5/31/19
Date Shipped	5/30/19
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64937

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,500	BUILD Lead Paint Flyer Job#64937/Order#COH100795- Cost Center#3800040002;Internal Order#A38000086-18;Business Area#3800;Fund#5040;Grant#38000086-2018	\$471.30		\$471.30
500	Build Lead Screening Flyer Job#64938/Order#100796- Cost Center#3800040002;Internal Order#A38000086-18;Business Area#5040;Fund#5000;Grant#38000086-2018	\$235.00		\$235.00
500 1202990342	Business Cards (Generic) Job#64950/Order#COH100798- Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	59959
Invoice Date	5/31/19
Date Shipped	5/31/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	64950

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!		Subtotal		\$36,361.84
		Sales Tax		\$0.00
		Total Due		\$36,361.84

Customer Code : 1154
 Invoice Number : 59959
 Invoice Date : 5/31/19
 Invoice Amount : \$36,361.84
 Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

60561	1203037233	1203037233	44	HurricaneHarveyRecoveryReport40-PageSelfcover
60561	1203037229	1203037229	44	HCD-DR Return Address White Window Envelope
60561	1203037234	1203037234	44	Harvey Data Report (20-Page Selfcover)
60561	1203037230	1203037230	44	Housing for Harvey Report (28-Page Selfcover)

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	ADM-19A05	09/06/2019	08/28/2019	HurricaneHarveyRecoveryReport40-PageSelfco...	1203037233	1203037233	3200030002	AP3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	224.36	BATCH
32000077-2019	ADM-19A05	09/06/2019	08/28/2019	HCD-DR Return Address White Window Envel...	1203037229	1203037229	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		588.38	BATCH
32000077-2019	ADM-19A05	09/06/2019	08/28/2019	Harvey Data Report (20-Page Selfcover)	1203037234	1203037234	3200030002	AP3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		182.97	BATCH
32000077-2019	ADM-19A05	09/06/2019	08/28/2019	Housing for Harvey Report (28-Page Selfcover)	1203037230	1203037230	3200030002	AP3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		199.51	BATCH
												66	1,195.22	
													1,195.22	



Job Description
Printed HCD Reports
Descriptive Name for this Job

Date
07/25/2019

Contact
First and Last Name *Bunny Arita*

Email
bunny.arita@houstontx.gov

Phone Number
832-394-6123

Department
HCD

Division
Policy & Communication

Section

Division Manager
Sarah Labowitz *Sarah Labowitz*

Division Manager Email
Sarah.Labowitz@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
~~32000001-19~~ / AP3200077-19

SAP Grant Number
~~32000001-2019~~ / 32000077-2019
Example: 38000125-2019

Fund Number
~~5000~~ / 5030 *ML gr*

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
How many copies would you like printed?

Standard Business Card
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Annual report - 40 copies, Harvey Data Report - 20 copies, Community Engagement Report - 20 copies, Housing4Harvey Report - 20 copies, NALCAB Housing Report - 20 copies, Hurricane Harvey- Recovery Progress Report- 20 copies (All items are to be printed and bound)

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name

Title

Department
HCD

Phone

Cell

Fax

Address 1

Address 2

Address 3

Building

Street Address

City, State Zip

Email

Website

Backside

Ordered - Bayside 7/31/19

Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281-209-9400
To access the Online Print Request click www.baysideprinting.com/printrequest.html

Bayside Bayside Printing Co., Inc.
Printing Company, Inc.

Quotation
33101

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9560
<http://www.baysideprinting.com/>

To:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562
Phone: (832) 393-8720
Fax: (832) 393-8758

Date 7/23/19
Salesperson David Solis
Estimator Richard Brinkley

Dear Bunny Arita

We would like to thank you for your time and consideration in regards to this quotation. Included is the detailed product specifications and prices. The quotation is confidential and is intended solely for the use of the addressee(s) named above.

Below is Your Detailed Production Specifications for this Request

Description	Harvey Data Report (20-Page Selfcover)	
Pages	20 Pages	
Size	Final Size : 8 1/2 x 11 with Stitching on 11"	
Paper	80.0 lb House Dull Text	
Ink	4/4 in Digital 4 Color Process Throughout with Bleeds	
Provided	PDF - NexPress	
Prepress	Page Imposition, Proof NexPress	
Finishing	Cut - Postpress, Duplo	
Shipping	Box and Deliver to One Local Location	
Prices	Quantity	Prices
	20	\$182.97
Schedule	Delivery dates are based upon proof approval.	

Sincerely,

Upon acceptance please indicate the quantity required

Quoted By: David Solis Sign: _____ Date: _____

Accepted By: *Janah Labring* Sign: _____ Date: 7.25.19

Thank you for the opportunity to earn your business! All of our quotes are based on a physical inspection of your originals and are valid for up to 60 days unless otherwise specified. Prices will be reviewed once mailing pieces and mailing lists have been finalized. A 5% surcharge will be applied to all postage payments made with a credit card and all estimated postage payments are due prior to the mailing of your piece. Bayside Printing is not responsible for inaccuracies in client or compiled databases or liable for Post Office performance or delays. Bayside cannot guarantee the results of any direct mail campaign.



Job Description
HCD-DR Return Address White Envelope 10"L x 15"H
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
jeffrey.swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
320003002
Example: A38000125-19

SAP Internal Order Number
BH3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

JR

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Albert

Job Details

Quantity
1500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
2 Sided

Color
Full Color

Size
Custom

Paper
Envelope

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions
Other

Special Instructions
HCD-DR Return Address White Envelope 10"L x 15"H

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department HCDD
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

\$549.00

Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.209.9502
To access the Online Print Request click www.baysideprinting.com/printrequest.html

OC
1/10/20



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Phone: (281) 209-9500 Fax: (281) 209-9569

*LATISHA
Guillory*

Ship To:

City of Houston - Mailroom
Bunny Artia
611 Walker St., 1st Floor
Houston, TX 77002
Phone: (832) 394-6123

Customer Code: 1154
Job Number: 68068
Shipment Number: 36273
Shipment Date: 1/24/20 11:27 AM
Ship Via: Local Delivery -
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **HCD-DR Return Address White Envelope 9 X 12**
Cost Center#3200030002;Internal Order#BH3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
3	500	1,500	500 Job Part: Catalog Envelope
3		1,500	Total Shipped

[Signature]
E 167857
1-29-2020

Shipped By: scurbow

The above items have been received in good condition.

RECEIVED: By: _____

Date: _____

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569
<http://www.baysideprinting.com/>

To:
City of Houston
P.O. Box 1562
Houston, TX 77251-1562
Phone: (832) 393-8720
Fax: (832) 393-8758

Date 1/14/20
Salesperson David Solis
Estimator Richard Brinkley

Dear Bunny Arita

We would like to thank you for your time and consideration in regards to this quotation. Included is the detailed product specifications and prices. The quotation is confidential and is intended solely for the use of the addressee(s) named above.

Below Is Your Detailed Production Specifications for this Request

Description	HCD-DR Return Address White Envelope 9 X 12		
Size	Final Size : 9 x 12		
Paper	28.0 lb Catalog Envelope Peel & Seal		
Ink	1/0 in PMS 287		
Provided	PDF - CTP 1 Color Exact Reprint of Our Last Job #67684		
Prepress	Page Imposition, Proof Bizhub, Proofread		
Shipping	Local Delivery Our Truck		
Prices	Quantity	Qty Desc	Prices
	1,500		\$549.00
Schedule	Delivery dates are based upon proof approval.		

Sincerely,

Upon acceptance please indicate the quantity required

Quoted By: David Solis Sign: _____ Date: _____

Accepted By: _____ Sign: _____ Date: _____

Thank you for the opportunity to earn your business! All of our quotes are based on a physical inspection of your originals and are valid for up to 60 days unless otherwise specified. Prices will be reviewed once mailing pieces and mailing lists have been finalized. A 5% surcharge will be applied to all postage payments made with a credit card and all estimated postage payments are due prior to the mailing of your piece. Bayside Printing is not responsible for inaccuracies in client or compiled databases or liable for Post Office performance or delays. Bayside cannot guarantee the results of any direct mail campaign.



Bayside Printing Co., Inc

16 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/21/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	65813

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
10,000	City of Houston Custom Window #10 Envelopes Job#65813/Req#214726- Cost Center#2000100007;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$1,230.00		\$1,230.00
250	Business Card (Marlon P. Connley) Job#65846/Order#COH101082- Cost Center#3600070001;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$28.00		\$28.00
500	Job#65902/DSF Order 2935 Business Card (Orielle) - Cost Center#3200030002;Internal Order#B32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Business Card (David Fraga) Job#65909/Order#COH101111- Cost Center#1600070001; Internal Order#;Business Area#1600;Fund#1000;Grant#	\$30.00		\$30.00
6,000	PW Code Enforcement Label Pads of 50 Per Pad Job#65913/Order#COH101034- Cost Center#2000060013;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$1,110.67		\$1,110.67
	Delivery	\$15.00		\$15.00
6,000	HCD-DR Return Address White Window Envelope Job#65924- Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$588.38		\$588.38
1203037229				
20	Housing for Harvey Report (28-Page Selfcover) Job#65972- Cost Center#3200030002;Internal Order#AP3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$199.51		\$199.51
1203037230				



Bayside Printing Co., Inc

16 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/23/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	65974

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
20	NALCAB Housing Report (40-Page Selfcover) Job#65974- Cost Center#3200030002;Internal Order#B32000001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$301.53		\$301.53
500	Business Card (Amber Moore) Job#65975/Order#COH101120- Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
20	Hurricane Harvey Recovery Report 40-Page Selfcover Job#65977- Cost Center#3200030002;Internal Order#AP3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$224.36		\$224.36
1203037233				
20	Harvey Data Report (20-Page Selfcover) Job#65978- Cost Center#3200030002;Internal Order#AP3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$182.97		\$182.97
1203037234				
500	Job#65979/DSF Order 2955 Business Card (Paul Yindeemark) - Cost Center#3200030002;Internal Order#D32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00
500	Business Card (Porscha Jackson) Job#65989/Order#COH101119- Cost Center#5100010001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$35.00		\$35.00
500	Business Card (Bert Quarfordt) Job#66013/Order#COH101128- Cost Center#6800010002;Internal Order#;Business Area#6800;Fund#1000;Grant#	\$30.00		\$30.00



Bayside Printing Company, Inc

16 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/19/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66014

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	2427
	Cost Center	6500080084
	Business Area	6500

Quantity	Description	Unit Price	UM	Amount
500	Business Card (Mauricio Zepeda) Job#66014/Order#COH101126- Cost Center#6500080084;Internal Order#;Business Area#6500;Fund#2427;Grant#	\$35.00		\$35.00
3,588	Retiree Focus Group Generic Letter Job#66016/Order#COH101115- Cost Center#8000120001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$673.15		\$673.15
3,588	Retiree Focus Group #10 Envelopes Job#66017/Order#COH101115- Cost Center#8000120001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$395.00		\$395.00
3,588	Retiree Focus Group letter Mailing & Fulfillment Job#66018/Order#COH101115 - Cost Center#8000120001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$681.56		\$681.56
	Bayside Check for postage	\$1,485.61		\$1,485.61
	Customer payment for postage CK#20911764 Received 8/19/19	-\$1,535.66		-\$1,535.66
500	Job#66019/DSF Order 2963 Business Card (Barbara Schmeitz) - Cost Center#3200030002;Internal Order#E32000043-17;Business Area#3200;Fund#5000;Grant#32000043-2017	\$30.00		\$30.00



Bayside Printing Co., Inc

16 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/19/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66023

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 210
Cost Center 210 50004
Business Area 2100

Quantity	Description	Unit Price	UM	Amount
500	Business Card (Kreg McCabe) Job#66023/Order#COH101130- Cost Center#2100050004;Internal Order#;Business Area#2100;Fund#2100;Grant#	\$30.00		\$30.00
8,000	HPW Drinking Water Notice Door Hanger Job#66024/Order#COH101122- Cost Center#2000040019;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$941.00		\$941.00
500	Job#66028/DSF Order 2959 Business Card (Yvonne W. Forrest) - Cost Center#2000040026;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
250	Job#666028/DSF Order 2959 Business Card (Arely Amaya) - Cost Center#2000040026;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66029/DSF Order 2960 Business Cards (Claudia M. Huerta) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66029/DSF Order 2960 Business Cards (Phillip M. Goodwin) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
500	Business Card (Norman Holt) Job#66033/Order#COH101131- Cost Center#6500090001;Internal Order#;Business Area#6500;Fund#8700;Grant#	\$35.00		\$35.00

**Bayside Printing Company, Inc**

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INVOICE

City of Houston
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Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/19/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66034

Payment Method - Accounting Code: Cost Center 200 20004
 Fund 2310

Quantity	Description	Unit Price	UM	Amount
250	Job#66034/DSF Order 2968 Business Card (Keith Furlough) - Cost Center#2000020004;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$32.00		\$32.00
250	Job#66035/DSF Order 2971 Business Card (Stephen Rutledge) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66036/DSF Order 2966 Business Cards (Maribel Regalado) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66036/DSF Order 2966 Business Cards (Robin Parish-Campbell) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66036/DSF Order 2966 Business Cards (Alberto Carrasco) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66036/DSF Order 2966 Business Cards (Alan Perlas) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66036/DSF Order 2966 Business Cards (Deidre Vanlangen) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66036/DSF Order 2966 Business Cards (Stephen S. Nnamani) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



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Invoice Date	8/23/19
Date Shipped	8/19/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66039

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Payment Method - Accounting Code: Cost Center 280 60014
Fund 8001

Quantity	Description	Unit Price	UM	Amount
500	Job#66039/DSF Order 2972 Business Card (Chris Mercado) - Cost Center#2800060014;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00
250	Job#66041/DSF Order 2973 Business Card (Stephanie Readore) - Cost Center#2000060001;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	BC Imprints (Janice Weaver) Gold Foil logo Job#66053/Order#COH101124- Cost Center#5000010001;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$256.30		\$256.30
500	Job#66054/DSF Order 2979 Business Card (Heath Wierck) - Cost Center#2000060004;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#66055/DSF Order 2974 Business Card (Gretchen Cuellar) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#66056/DSF Order 2978 Business Card (Michael Howard) - Cost Center#2000060004;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#66057/DSF Order 2975 Business Card (John M. Brown) - Cost Center#2000020011;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$35.00		\$35.00
500	Job#66058/DSF Order 2977 Business Card (Catherine Witting) - Cost Center#2000060004;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00

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Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/19/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66066

Payment Method - Accounting Code: Fund 830
 Cost Center 200 40013
 Business Area 2000

Quantity	Description	Unit Price	UM	Amount
500	Job#66066/DSF Order 2980 Business Cards (Josue "Dan" Aceituno-Lopez) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	Job#66066/DSF Order 2980 Business Cards (Drew Molly) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	Job#66066/DSF Order 2980 Business Cards (Julius Guidry) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	Job#66066/DSF Order 2980 Business Cards (David Williams) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	Job#66066/DSF Order 2980 Business Cards (Sandeep Aggarwal) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	Job#66066/DSF Order 2980 Business Cards (Anthony "Tony" Florence) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	Job#66067/DSF Order 2983 Business Card (Veronica Cantu) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
13	4235-114 Project Manual (566pgs + cover set) Job#66071/Req#215372- Cost Center#2000040009;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$1,055.99		\$1,055.99



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Invoice Date	8/23/19
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Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66072

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Quantity	Description	Unit Price	UM	Amount
13	4236-02 Project Manual (574pgs + cover set) Job#66072/Req#215369- Cost Center#2000040009;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$1,065.00		\$1,065.00
500	Job#66075/DSF Order 2984 Business Card (Addie L. Jackson) - Cost Center#2000070008;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$35.00		\$35.00
250	Job#66076/DSF Order 2985 Business Card (Kenya Williams) - Cost Center#200070008;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
10,000	Oral Health Newsletter Job#66079/Order#COH101138- Cost Center#3800050004;Internal Order#;Business Area#3800;Fund#2010;Grant#	\$1,272.01		\$1,272.01
500	Job#66080/DSF Order 2987 Business Card (Cheselia Dawson) - Cost Center#2000070001;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$35.00		\$35.00
250	Job#66081/DSF Order 2988 Business Card (Ashley Lockett) - Cost Center#2000070001;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#66082/DSF Order 2989 Business Cards (Chris Dupree) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66082/DSF Order 2989 Business Cards (Fran Jolly Loomis) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



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Invoice Date	8/23/19
Date Shipped	8/19/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66082

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Payment Method - Accounting Code: Cost Center 200 40022
Fund 830

Quantity	Description	Unit Price	UM	Amount
250	Job#66082/DSF Order 2989 Business Cards (Christopher Varela) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66082/DSF Order 2989 Business Cards (Ramona Eversley) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66083/DSF Order 2990 Business Card (Alejandro Villareal) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66084/DSF Order 2991 Business Card (Angel Almanza) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66085/DSF Order 2992 Business Card (Arnold Matchett) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66086/DSF Order 2993 Business Card (Brinton Colbert) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66087/DSF Order 2994 Business Card (Cesar Rios) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66088/DSF Order 2995 Business Card (Christopher Lewis) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00



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Invoice Date	8/23/19
Date Shipped	8/19/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66089

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Payment Method - Accounting Code: Fund 100
Cost Center 640 70001
Business Area 6400

Quantity	Description	Unit Price	UM	Amount
250	Business Card (Lena Farris) Job#66089/Order#COH101081- Cost Center#6400070001;Internal Order#;Business Area#6400;Fund#1000;Grant#	\$28.00		\$28.00
250	Job#66090/DSF Order 2996 Business Card (Daniel Arreaga) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66091/DSF Order 2997 Business Card (Daniel Bailey) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66092/DSF Order 2998 Business Card (Greg McBride) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	Job#66093/DSF Order 2999 Business Card (Choyce R. Morrow) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#66094/DSF Order 3000 Business Card (Flood Office) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#66095/DSF Order 3003 Business Card (Karen Franklin) - Cost Center#3200030002;Internal Order#E32000043-17;Business Area#3200;Fund#5000;Grant#32000043-2017	\$30.00		\$30.00
250	Job#66096/DSF Order 3001 Business Card (Hector Garza) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00



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Invoice Date	8/23/19
Date Shipped	8/19/19
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Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66097

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Payment Method - Accounting Code:	Fund	5030
	Internal Order	D50000024-19
	Grant	50000024-2019
	Cost Center	5000000001
	Business Area	5000

Quantity	Description	Unit Price	UM	Amount
250	Business Card (Evelyn Owinje) Job#66087/Order#COH101146- Cost Center#5000000001;Internal Order#D50000024-19;Business Area#5000;Fund#5030;Grant#50000024-2019	\$28.00		\$28.00
250	Job#66109/DSF Order 3006 Business Card (Humberto Andablo) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66110/DSF Order 3007 Business Card (Isaias Tristan) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66111/DSF Order 3008 Business Card (James Teague) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66112/DSF Order 3009 Business Card (John Sustaita) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66113/DSF Order 3010 Business Card (Kirk Voitle) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66114/DSF Order 3011 Business Card (Kristian Boley) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00



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Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/21/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66115

City of Houston
P.O. Box 1562
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Payment Method - Accounting Code: Cost Center 200 60023
Fund 2301

Quantity	Description	Unit Price	UM	Amount
250	Job#66115/DSF Order 3012 Business Card (Larry Ogrodowicz) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66116/DSF Order 3013 Business Card (Marco Cardenas) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66117/DSF Order 3014 Business Card (Michael Baptiste) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66118/DSF Order 3015 Business Card (Narciso Herrera) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66119/DSF Order 3016 Business Card (Pedro Blanco) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66120/DSF Order 3017 Business Card (Randy Albert) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66121/DSF Order 3018 Business Card (Richard Cipitelli) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66122/DSF Order 3019 Business Card (Rigoberto Rodriguez) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00



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Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/21/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66123

Payment Method - Accounting Code: Cost Center 200 60023
Fund 2301

Quantity	Description	Unit Price	UM	Amount
250	Job#66123/DSF Order 3021 Business Card (Robert Burns) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66124/DSF Order 3026 Business Card (Hanh Vuong) - Cost Center#2000070001;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#66125/DSF Order 3023 Business Card (Rodney Henderson) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66126/DSF Order 3024 Business Card (Tony Vu) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66127/DSF Order 3027 Business Card (William Workcuff) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66128/DSF Order 3028 Business Card (Claudia Garcia) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66129/DSF Order 3029 Business Card (Dennis Kubiak) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66130/DSF Order 3030 Business Card (Gabriela Rodriguez) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00



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Invoice Date	8/23/19
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Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66131

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Payment Method - Accounting Code: Cost Center 200 60023
Fund 2301

Quantity	Description	Unit Price	UM	Amount
250	Job#66131/DSF Order 3031 Business Card (Gordon Copeland) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66132/DSF Order 3032 Business Card (James Harrison) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	Job#66133/DSF Order 3033 Business Card (Linh Tan) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#66134/DSF Order 3034 Business Card (Raymond Theriot) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66135/DSF Order 3035 Business Card (Robert Montanez) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66136/DSF Order 3036 Business Card (Roel V Garcia) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66137/DSF Order 3037 Business Card (Wadinson Alvarez) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66138/DSF Order 3038 Business Card (William Dardia) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00



Bayside Printing Company, Inc

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INVOICE

Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/21/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66139

City of Houston
P.O. Box 1562
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Payment Method - Accounting Code: Cost Center 200 60023
Fund 2301

Quantity	Description	Unit Price	UM	Amount
250	Job#66139/DSF Order 3039 Business Card (Tim Small) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	Job#66140/DSF Order 3040 Business Card (Sandra Rodriquez) - Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#66141/DSF Order 3041 Business Card (Roha Teferra) - Cost Center#2000070001;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
500	Job#66143/DSF Order 3042 Business Card (Afolake Adeniyi) - Cost Center#2000070001;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$35.00		\$35.00
250	Job#66144/DSF Order 3044 Business Card (Maria Bueno) - Cost Center#2000070001;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#66147/DSF Order 3045 Business Card (Ruixuan Cao) - Cost Center#2000070001;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#66148/DSF Order 3046 Business Card (Gabrielle Cole) - Cost Center#2000010001;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$32.00		\$32.00



Bayside Printing Company, Inc

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INVOICE

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Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66149

City of Houston
P.O. Box 1562
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Payment Method - Accounting Code: Cost Center 200 60027
Fund 2301

Quantity	Description	Unit Price	UM	Amount
250	Job#66149/DSF Order 3047 Business Card (Felicia Grier) - Cost Center#2000060027;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	Hepatitis B Serologic Job#66150/Order#COH101150- Cost Center#3800030003;Internal Order#A38000007-19;Business Area#3800;Fund#5010;Grant#38000007-2019	\$899.00		\$899.00
250	Job#66151/DSF Order 3048 Business Card (Jeremy Mahon) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66153/DSF Order 3049 Business Card (Lakeisha Gibson) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	Job#66154/DSF Order 3050 Business Card (David Lopez III) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
1,000	City of Houston Envelopes (Health Dept) Job#66158/Order#COH101152- Cost Center#3800030002;Internal Order#A38000039-19;Business Area#3800;Fund#5000;Grant#	\$232.00		\$232.00
250	Job#66170/DSF Order 3055 Business Card (Mike Fielden) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66170/DSF Order 3055 Business Card (Wil Tomplait) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



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INVOICE

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Invoice Date	8/23/19
Date Shipped	8/23/19
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Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66171

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Payment Method - Accounting Code: Cost Center 200 10009
Fund 2302

Quantity	Description	Unit Price	UM	Amount
250	Job#66171/DSF Order 3056 Business Card (Kenneth Howard) - Cost Center #2000010009;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
250	Job#66172/DSF Order 3057 Business Card (Dedria Caraway) - Cost Center #2000010009;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
250	Job#66173/DSF Order 3058 Business Card (Kenneth Birmingham) - Cost Center #2000010009;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
250	Job#66174/DSF Order 3059 Business Card (Carl Jackson) - Cost Center #2000010009;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
500	Job#66180/DSF Order 3061 Business Card (Gayle Hall) - Cost Center#3200030002;Internal Order#Y32000001-18;Business Area#3200;Fund#5000;Grant#32000001-2018	\$30.00		\$30.00
250	Job#66185/DSF Order 3060 Business Card (Clifford Williams) - Cost Center #2000010009;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
500	Job#66186/DSF Order 3062 Business Card (Garre Morris - Cost Center #2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	Job#66186/DSF Order 3062 Business Card (Rony Valenica) - Cost Center #2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00



Bayside Printing Company, Inc

16 Lockhaven Drive
Houston, TX 77 73-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/23/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66188

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	500
	Internal Order	B38000040-20
	Grant	38000040-2020
	Cost Center	3800030003
	Business Area	3800

Quantity	Description	Unit Price	UM	Amount
500	Business Card (Shelia A. Laughlin) Job#66188/Order#COH101161- Cost Center#3800030003;Internal Order#B38000040-20;Business Area#3800;Fund#5000;Grant#38000040-2020	\$30.00		\$30.00
250	Business Card (Cindy Nguyen) Job#66209/Order#COH101166- Cost Center#5000010001;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$28.00		\$28.00
250	Business Card (Alfredo Dominguez) Job#66210/Order#COH101165- Cost Center#5000010001;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$28.00		\$28.00
250	Job#66212/DSF Order 3067 Business Card (Lorena Perez) - Cost Center#2000040026;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66213/DSF Order 3068 Business Card (Franco Redi) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66214/DSF Order 3069 Business Card (Joseph Lee) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66216/DSF Order 3070 Business Card (Li Jia Yu) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Company, Inc

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Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/23/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66217

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 200 40012
Fund 830

Quantity	Description	Unit Price	UM	Amount
250	Job#66217/DSF Order 3071 Business Card (Abimobola Ezeth) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66218/DSF Order 3072 Business Card (Makonnen Teye) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66219/DSF Order 3073 Business Card (Kevin Lancaster) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66220/DSF Order 3074 Business Card (Bingwei Zhao) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66221/DSF Order 3075 Business Card (Frank) Xinwei Yan) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66222/DSF Order 3081 Business Card (Harold Longbaugh) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66223/DSF Order 3082 Business Card (Shubha Thakur) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc

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Fax: (281) 209-9569

INVOICE

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/23/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66223

Payment Method - Accounting Code: Post Center 200 40012
Fund 830

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!				
				Subtotal
				Sales Tax 8.25%
				\$15,309.38 \$0
				Total Due
				\$15,309 38

Customer Code : 1154
Invoice Number : 60561
Invoice Date : 8/23/19
Invoice Amount : \$15,309.38
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

60717	1203049260	1203049260	65	DSF Order 3177 Business Card (Carmen Rosaya)
-------	------------	------------	----	--

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	ADM-19A05	09/23/2019	09/20/2019	DSF Order 3177 Business Card (Carmen Rosa...	1203049260	1203049260	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH
												66	▪	30.00
													▪▪	30.00



Job Description
Business Cards *C. Rosaya*
Descriptive Name for this Job

Date
8/26/2019

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
Housing and Community Development Department
Section

Division
Disaster Recovery

Division Manager
Ana Martinez *AM*

Division Manager Email
ana.martinez@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
32000 30005
Example: A38000125-19

SAP Internal Order Number
BD32000 77-19

SAP Grant Number
320000 77-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

AM
8/31/19

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
1 Sided
Paper

Color
City of Houston Blue
Finishing Instructions

Size
Custom
Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

Print 500 business cards for Carmen Rosaya see attached Business Card Order Form

*Housing and Community Development Department
Disaster Recovery Division*

No Mayor's Name

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Carmen Rosaya

Title

Department
Housing and Community Development

Phone
832-394-6253

Cell

Fax

Address 1
2100 Travis, 9th Floor
Building

Address 2

Address 3

Email
carmen.rosaya@houstontx.gov

Website

Backside


*Dept
8/31/19*

Submit

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____
Aviation Department Name of Mayor
Mayor

Name Title _____

Mailing Address, City, State Zip _____
Physical Address, City, State Zip _____

T. 000.000.0000 F. 000.000.0000
email address _____

Front

Information for back of card such as additional contact information, mission statement, etc.

Back

Example

1

Choose QUANTITY

- 500
 1000

2

Are you Executive Level, or Pay Grade 30 or above?

- YES NO

3

TYPE the information that will appear on your card.

All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing & Community Development

Name Carmen Rosaya

Title _____

Mailing Address 2100 Travis, 9th Floor, Houston, Texas 77002

Office location (if different than mailing address) _____

Phone 832-394-6253 Fax _____ Cell _____

E-mail carmen.rosaya@houstontx.gov Web site _____

Information for back of card (if applicable) _____

▶ Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:

City of Houston
Bunny Arita
Mail Room
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 66450
Shipment Number: 34149
Shipment Date: 9/13/19 12:57 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Curbow

Notes:

Job Description: **DSF Order 3177 Business Card (Carmen Rosaya)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped of 500 ordered

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:

166397

Date:

9/23/19



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	60717
Invoice Date	9/13/19
Date Shipped	9/9/19
Ship Via	Local Delivery ays
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66227

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	5000
	Internal Order	CK3200001-19
	Grant	32000001-2019
	Cost Center	3200030002
	Business Area	3200

Quantity	Description	Unit Price	UM	Amount
500	Job#66227/DSF Order 3085 Business Card (Jeffrey Swonke) - Cost Center#3200030002;Internal Order#CK3200001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
50,000	205257 HPW COH Seal Blue Certificate Paper Job#66280/Order#COH101123- Cost Center#2000600011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$3,250.28		\$3,250.28
500	Job#66323/DSF Order 3134 Business Card (Desmond Calloway) - Cost Center#3200030002;Internal Order#G32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00
500	DSF Order 3135 Business Card (Anthony Johnson) Job#66326/Order#COH101187- Cost Center#1200040001;Internal Order#;Business Area#1200;Fund#1000;Grant#	\$30.00		\$30.00
500	Job#66352/DSF Order 3137 Business Card (Christon Butler) - Cost Center#2000060001;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#66353/DSF Order 3139 Business Card (Elizabeth Orton) - Cost Center#2000060001;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc

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Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60717
Invoice Date	9/13/19
Date Shipped	9/9/19
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66354

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000060001
Fund 2301

Quantity	Description	Unit Price	UM	Amount
250	Job#66354/DSF Order 3140 Business Card (Nakia Hillsman) - Cost Center#2000060001;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66355/DSF Order 3142 Business Cards (Rony Valencia) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66355/DSF Order 3142 Business Cards (Tomas Bazan) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66355/DSF Order 3142 Business Cards (Garre Morris) - Cost Center#2000040013;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
1,000	DSF Order 3144 Business Card (Jeff Syptak) Job#66358/Order#COH101194- Cost Center#5000010001;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$40.00		\$40.00
195	Monthly Lien Billing Statements Job#66362- Cost Center#6400090002;Internal Order#;Business Area#6400;Fund#1000;Grant#	\$200.00		\$200.00
	Meter Mail	\$97.50		\$97.50
500	DSF Order 3145 Business Card (LaToshia Steptoe) Job#66369/Order#COH101179 - Cost Center#2100090006;Internal Order#;Business Area#2100;Fund#2100;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60717
Invoice Date	9/13/19
Date Shipped	9/9/19
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66371

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1000
Cost Center 5500010004
Business Area 5500

Quantity	Description	Unit Price	UM	Amount
250	DSF Order 3146 - Business Cards (Rucks Russell)Job#66371/Order#COH101087 - Cost Center#5500010004;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$28.00		\$28.00
250	Job#66381/DSF Order 3147 - Business Card (Angela Obryant) - Cost Center#2000070001;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	DSF Order 3148-Embossed BC Imprints (Mike Laster) Job#66385/Order#COH101195- Cost Center#5500010017;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$251.95		\$251.95
13	4258-80 Project Manual (572 pgs + cover set) Job#66393/Req#215366- Cost Center#2000040009;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$1,064.00		\$1,064.00
	Delivery	\$15.00		\$15.00
500	Job#66400/DSF Order 3150 Business Card (Glen Sheppard) - Cost Center#2000060020;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#66401/DSF Order 3151 Business Card (Josephine Vega) - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#66402/DSF Order 3153 Business Card (Tomas Martinez) - Cost Center#2000040006;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc

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Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60717
Invoice Date	9/13/19
Date Shipped	9/9/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66406

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,500	Almeda Courtesy Cards Job#66406/Order#COH101197- Cost Center#6500090001;Internal Order#;Business Area#6500;Fund#8700;Grant#	\$200.18		\$200.18
250	Job#66413/DSF Order 3154 Business Card (Faren Baptiste) - Cost Center#2000060018;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66415/DSF Order 3155 Business Card (Kevin Fritz) - Cost Center#2000060018;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	DSF Order 3159 Business Card (Mayra Hypolite) Job#66419/Order#COH10202- Cost Center#1100010001;Internal Order#;Business Area#1100;Fund#1000;Grant#	\$28.00		\$28.00
250	DSF Order 3160 Business Card (Loren Raun) Job#66422/Order#COH101203- Cost Center#3800040002;Internal Order#B38000044-19;Business Area#3800;Fund#5000;Grant#38000044-2019	\$28.00		\$28.00
500	DSF Order 3162 Business Card (Gerardo Torres) Job#66430/Order#COH101204- Cost Center#1600070001;Internal Order#;Business Area#1600;Fund#2211;Grant#	\$30.00		\$30.00
500	Electronic Commercial Plan Review Postcard Job#66434/Order#COH101201- Cost Center#2000060019;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$186.00		\$186.00



Bayside Printing Co., Inc
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 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	60717
Invoice Date	9/13/19
Date Shipped	9/13/19
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66436

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 2211
 Cost Center 1600070001
 Business Area 1600

Quantity	Description	Unit Price	UM	Amount
250	DSF Order 3164 Business Card (Paul Arevalo) Job#66436/Order#COH101205- Cost Center#1600070001;Internal Order#;Business Area#1600;Fund#2211;Grant#	\$28.00		\$28.00
500	Job#66438/DSF Order 3166 Business Card (Stephen Skeete) - Cost Center#3200030002;Internal Order#CK3200001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Job#66439/DSF Order 3167 Business Card (Maria Garcia) - Cost Center#3200030002;Internal Order#I32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00
500	Job#66445/DSF Order 3172 Business Card (Anthony Cochran) - Cost Center#3200030002;Internal Order#I32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00
500	BC Imprints (Suzane Abedi) Gold Foil Logo Job#66447/Order#COH101198- Cost Center#5000010001;Internal Order#;Business Area#5000;Fund#5040;Grant#	\$256.30		\$256.30
500	Job#66450/DSF Order 3177 Business Card (Carmen Rosaya) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00

1203049260



Bayside Printing Co., Inc.

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Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60717
Invoice Date	9/13/19
Date Shipped	9/13/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66460

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000040010
Fund 8300

Quantity	Description	Unit Price	UM	Amount
250	Job#66460/DSF Order 3173 Business Card (Raymond Ramdeo) - Cost Center#2000040010;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
500	PODER - Project English and Spanish Job#66464/Order#COH101199- Cost Center#3800030004;Internal Order#A38000139-19;Business Area#3800;Fund#5000;Grant#38000139-2019	\$235.00		\$235.00
500	PODER - Overview Job#66465/Order#COH101200- Cost Center#3800030004;Internal Order#A38000139-19;Business Area#3800;Fund#5000;Grant#38000139-2019	\$235.00		\$235.00
500	Job#66468/DSF Order 3184 Business Card (Joe Nwaokoro) - Cost Center#9000090001;Internal Order#;Business Area#9000;Fund#1000;Grant#	\$30.00		\$30.00
250	DSF Order 3186 Business Card (Mahinaz Amin) Job#66475/Order#COH101209- Cost Center#3800010010;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$28.00		\$28.00
250	Job#66479/DSF Order 3185 Business Card (Amanda M. Gallardo) - Cost Center#2000040011;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
500	DSF Order 3187 Business Card (Eric Rhoden) Job#66483/Order#COH101212- Cost Center#2500030001;Internal Order#;Business Area#2500;Fund#1000;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60717
Invoice Date	9/13/19
Date Shipped	9/13/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66494

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	1000
	Cost Center	5100020001
	Business Area	5100

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3189 Business Card (Ky Willson) Job#66494/Order#COH101216- Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$35.00		\$35.00
500	Job#66495/DSF Order 3190 Business Card (Arturo Machuca) - Cost Center#2800040003;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$103.05		\$103.05
500	Job#66497/DSF Order 3193 Business Card (Melinda D. Whittom) - Cost Center#2800040003;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00
250	Job#66505/DSF Order 3191 Business Card (Emma Whitfield) - Cost Center#2000060001;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66506/DSF Order 3192 Business Card (Yesenia Vega) - Cost Center#2000060001;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	JOb#66510/DSF Order 3200 Business Card (Patrick Shitabule) - Cost Center#2000040006;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60717
Invoice Date	9/13/19
Date Shipped	9/13/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66510

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000040006
Fund 8300

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!				
		Subtotal		\$7,222.26
		Sales Tax 8.25%		\$0.00
		Total Due		\$7,222.26

Customer Code : 1154
Invoice Number : 60717
Invoice Date : 9/13/19
Invoice Amount : \$7,222.26
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

60777	1203049675	1203049675	74	DSF Order 3176 Business Card (Kadina Seals)
60777	1203049679	1203049679	74	DSF Order 3182 Business Card (Patsy Lewis)
60777	1203049674	1203049674	74	DSF Order 3175 Business Card(Whitney Buyckes)
60777	1203049676	1203049676	74	DSF Order 3178 Business Card (Cefeney Garcia)
60777	1203049686	1203049686	74	DSF Order 3197 Business Card(Bernie Abraham-Kean)
60777	1203049680	1203049680	74	DSF Order 3183 Business Card (Nancy Ramos)
60777	1203049678	1203049678	74	DSF Order 3180 Business Card (Shirema Dumas)
60777	1203049677	1203049677	74	DSF Order 3179 Business Card(Overtyne Thierry)

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	ADM-19A05	10/01/2019	09/30/2019	DSF Order 3176 Business Card (Kadina Seals)	1203049675	1203049675	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH
32000077-2019	ADM-19A05	10/01/2019	09/30/2019	DSF Order 3182 Business Card (Patsy Lewis)	1203049679	1203049679	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	10/01/2019	09/30/2019	DSF Order 3175 Business Card(Whitney Buyc...	1203049674	1203049674	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	10/01/2019	09/30/2019	DSF Order 3178 Business Card (Cefeney Gard...	1203049676	1203049676	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	10/01/2019	09/30/2019	DSF Order 3197 Business Card(Bernie Abraha...	1203049686	1203049686	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	10/01/2019	09/30/2019	DSF Order 3183 Business Card (Nancy Ramos)	1203049680	1203049680	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	10/01/2019	09/30/2019	DSF Order 3180 Business Card (Shirema Dum...	1203049678	1203049678	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	10/01/2019	09/30/2019	DSF Order 3179 Business Card(Overtyne Thie...	1203049677	1203049677	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
												66	240.00	
													240.00	



Job Description
Business Cards-N. RAMOS
Descriptive Name for this Job

Date
8/26/2019

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
Housing and Community Development Department
Section

Division
Disaster Recovery

Division Manager
Ana Martinez *AM*

Division Manager Email
ana.martinez@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030092
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
3200077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

AM
9/3/19

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
1 Sided
Paper

Color
City of Houston Blue
Finishing Instructions

Size
Custom
Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

Print 500 business cards for Nancy Ramos see attached Business Card Order Form

Housing and Community Development Department
Disaster Recovery Division

No Mayor's Name

If you selected Other for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Nancy Ramos
Phone
832-394-6250
Address 1
2100 Travis, 9th Floor
Building
Email
nancy.ramos@houstontx.gov

Title
Cell
Address 2
Street Address
Website

Department
Housing and Community Development
Fax
Address 3
City, State Zip
Backside

Submit


For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.209.9500.
To access the Online Print Request click www.baysideprinting.com/printrequest.html

Out
9/4/19

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____ Name of Mayor
Aviation Department _____ Mayor

Name Title

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address

Information for back of card such as additional contact information, mission statement, etc.

Front

Back

Example

1

Choose
QUANTITY

500
 1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

YES NO

3

TYPE the information that
will appear on your card.
**All incomplete orders will
be returned** for processing
the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing & Community Development

Name Nancy Ramos

Title _____

Mailing Address 2100 Travis, 9th Floor, Houston, Texas 77002

Office location (if different than mailing address) _____

Phone 832-394-6250 Fax _____ Cell _____

E-mail nancy.ramos@houston.tx.gov Web site _____

Information for back of card (if applicable) _____

▶ **Please carefully check printed business cards for errors upon receipt.** If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request form** within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston
Bunny Arita
Mail Room
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 66459
Shipment Number: 34155
Shipment Date: 9/20/19 1:28 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Curbow

Notes:

Job Description: **DSF Order 3183 Business Card (Nancy Ramos)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped of 500 ordered

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:  166635

Date: 9/20/19

Job Description
Business Cards - P. LEWIS
Descriptive Name for this Job

Date
8/26/2019

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
Housing and Community Development Department
Section

Division
Disaster Recovery

Division Manager
Ana Martinez *AM*

Division Manager Email
ana.martinez@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19 *[Signature]*

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
1 Sided
Paper

Color
City of Houston Blue
Finishing Instructions

Size
Custom
Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

Print 500 business cards for Patsy Lewis see attached Business Card Order Form

Housing and Community Development Department
Disaster Recovery Division

No Mayor's Name

If you selected Other for any of the Job Details please explain in the Special Instructions section

Business Card/Memo Pad Orders

Name
Patsy Lewis
Phone
832-394-6174
Address 1
2100 Travis, 9th Floor
Building
Email
patsy.lewis@houstontx.gov

Title
Cell
Address 2
Street Address
Website

Department
Housing and Community Development
Fax
Address 3
City, State Zip
Backside

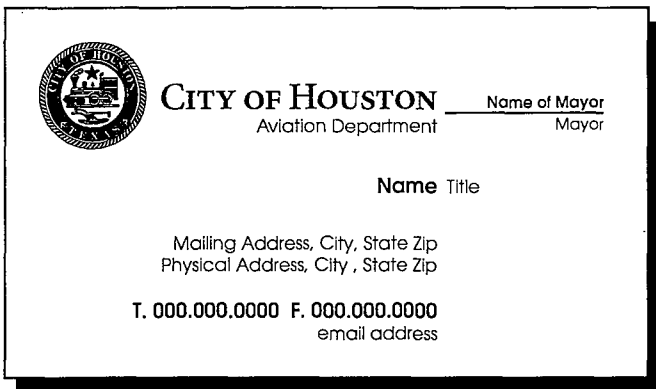
Oct 14/19

Submit

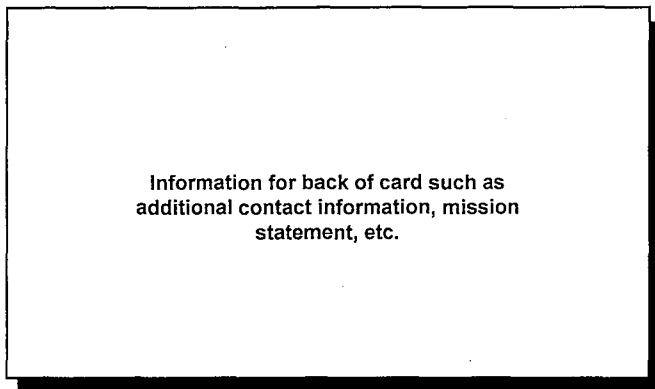
FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.

The image shows the front of a business card. On the left is the City of Houston seal. To its right, it says 'CITY OF HOUSTON' followed by a line for 'Name of Mayor' and 'Aviation Department' followed by a line for 'Mayor'. Below this is a line for 'Name' and 'Title'. Further down are lines for 'Mailing Address, City, State Zip' and 'Physical Address, City, State Zip'. At the bottom, there are fields for 'T. 000.000.0000', 'F. 000.000.0000', and 'email address'.

Front

The image shows the back of a business card. It contains a single line of text: 'Information for back of card such as additional contact information, mission statement, etc.'

Back

Example

1

Choose QUANTITY

500
 1000

2

Are you Executive Level, or Pay Grade 30 or above?

YES NO

3

TYPE the information that will appear on your card. All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing & Community Development

Name Patsy Lewis

Title _____

Mailing Address 2100 Travis, 9th Floor, Houston, Texas 77002

Office location (if different than mailing address) _____

Phone 832-394-6174 Fax _____ Cell _____

E-mail patsy.lewis@houston.tx.gov Web site _____

Information for back of card (if applicable) _____

▶ Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston
Bunny Arita
Mail Room
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 66455
Shipment Number: 34154
Shipment Date: 9/20/19 1:31 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Curbow

Notes:

Job Description: **DSF Order 3182 Business Card (Patsy Lewis)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped of 500 ordered

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: [Signature] 166635

Date: 9/20/19



Job Description
Business Cards- S. DUMAS
Descriptive Name for this Job

Date
8/26/2019

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
Housing and Community Development Department
Section

Division
Disaster Recovery

Division Manager
Ana Martinez *AM*

Division Manager Email
ana.martinez@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
32000 3000 2
Example: A38000125-19

SAP Internal Order Number
BD32000 77-19

SAP Grant Number
3200007 7-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

AM
9/3/19

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
1 Sided
Paper

Color
City of Houston Blue
Finishing Instructions

Size
Custom
Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

Print 500 business cards for Shirema Dumas-see attached Business Card Order Form

Housing and Community Development Department
Disaster Recovery Division

No Mayor's Name

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Shirema Dumas
Phone
832-394-6329
Address 1
2100 Travis, 9th Floor
Building
Email
shirema.dumas@houstontx.gov

Title
Cell
Address 2
Street Address
Website

Department
Housing and Community Development
Fax
Address 3
City, State Zip
Backside

Out 9/4/19

Submit



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston
Bunny Arita
Mail Room
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 66453
Shipment Number: 34152
Shipment Date: 9/20/19 1:34 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Curbow

Notes:

Job Description: **DSF Order 3180 Business Card (Shirema Dumas)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped of 500 ordered

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: S J 166635

Date: 9/20/19



Job Description
Business Cards- O. Thierry
Descriptive Name for this Job

Date
8/26/2019

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
Housing and Community Development Department
Section

Division
Disaster Recovery

Division Manager
Ana Martinez *AM*

Division Manager Email
ana.martinez@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
320903002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19 *ADJ*

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030 *ADJ* 9/3/19

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
1 Sided
Paper

Color
City of Houston Blue
Finishing Instructions

Size
Custom
Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

Print 500 business cards for Overtyne Thierry see attached Business Card Order Form

Housing and Community Development Department
Disaster Recovery Division

No Mayor's Name

If you selected Other for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Overtyne Thierry

Title

Department
Housing and Community Development

Phone
832-394-6145

Cell

Fax

Address 1
2100 Travis, 9th Floor
Building

Address 2

Address 3

Email
overtyne.thierry@houstontx.gov

Street Address

City, State Zip

Website

Backside

ADJ 9/4/19


Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.209.9500.
To access the Online Print Request click www.baysideprinting.com/printrequest.html

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____
Aviation Department Name of Mayor
Mayor

Name _____ Title _____

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address _____

Front

Information for back of card such as additional contact information, mission statement, etc.

Back

Example

1

Choose QUANTITY

500

1000

2

Are you Executive Level, or Pay Grade 30 or above?

YES NO

3

TYPE the information that will appear on your card.

All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing & Community Development

Name Overtyne Thierry

Title _____

Mailing Address 2100 Travis, 9th Floor, Houston, Texas 77002

Office location (if different than mailing address) _____

Phone 832-394-6145 Fax _____ Cell _____

E-mail overtyne.thierry@houstontx.gov Web site _____

Information for back of card (if applicable) _____

► **Please carefully check printed business cards for errors upon receipt.** If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston
Bunny Arita
Mail Room
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6145

Customer Code: 1154
Job Number: 66452
Shipment Number: 34151
Shipment Date: 9/20/19 2:03 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Curbow

Notes:

Job Description: **DSF Order 3179 Business Card (Overtyne Thierry)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019;

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped of 500 ordered

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED: By: [Signature] 166635

Date: 9/30/19



Job Description
Business Cards-
Descriptive Name for this Job *C. Garcia*

Date
8/26/2019

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
Housing and Community Development Department

Division
Disaster Recovery

Section

Division Manager
Ana Martinez

Division Manager Email
ana.martinez@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD 32000077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
1 Sided

Color
City of Houston Blue

Size
Custom

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

Print 500 business cards for Cefeney Garcia-see attached Business Card Order Form

*Housing and Community Development Department
Disaster Recovery Division*

No Mayor's Name

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Cefeney Garcia

Title

Department
Housing and Community Development

Phone
832-394-6341

Cell

Fax

Address 1
2100 Travis, 9th Floor
Building

Address 2

Address 3

Email
cefeney.garcia@houstontx.gov

Website

Backside

Done 9/14/19


Submit

FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON Name of Mayor
Aviation Department Mayor

Name Title

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address

Front

Information for back of card such as additional contact information, mission statement, etc.

Back

Example

1

Choose QUANTITY

500

1000

2

Are you Executive Level, or Pay Grade 30 or above?

YES NO

3

TYPE the information that will appear on your card.

All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing & Community Development

Name Cefeney Garcia

Title _____

Mailing Address 2100 Travis, 9th Floor, Houston, Texas 77002

Office location (if different than mailing address) _____

Phone 832-394-6341 Fax _____ Cell _____

E-mail cefeney.garcia@houstontx.gov Web site _____

Information for back of card (if applicable) _____

▶ **Please carefully check printed business cards for errors upon receipt.** If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request form** within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston
Bunny Arita
Mail Room
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 66451
Shipment Number: 34150
Shipment Date: 9/20/19 1:36 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Curbow

Notes:

Job Description: **DSF Order 3178 Business Card (Cefeney Garcia)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped of 500 ordered

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED: By: [Signature] 166635 Date: 9/20/19



Job Description
Business Cards
Descriptive Name for this Job

K. Seals

Date
8/26/2019

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
Housing and Community Development Department
Section

Division
Disaster Recovery

Division Manager
Ana Martinez *AM*

Division Manager Email
ana.martinez@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
1 Sided

Color
City of Houston Blue

Size
Custom

Mounting Instructions

Finishing Instructions

Padding Instructions

Special Instructions

Print 500 business cards for Kadina Seals see attached Business Card Order Form

*Housing and Community Development Department
Disaster Recovery Division*

No Mayors Name

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Kadina Seals
Phone
832-394-6289
Address 1
2100 Travis, 9th Floor
Building
Email
kadina.seals@houstontx.gov

Title
Cell
Address 2
Street Address
Website

Department
Housing and Community Development
Fax
Address 3
City, State Zip
Backside


*Seals
8/26/19*

Submit

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____
Aviation Department Name of Mayor
Mayor

Name _____ Title _____

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address _____

Information for back of card such as additional contact information, mission statement, etc.

Front

Back

Example

- 1** Choose QUANTITY
 500
 1000
- 2** Are you Executive Level, or Pay Grade 30 or above?
 YES NO
- 3** TYPE the information that will appear on your card. All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department _____ Housing & Community Development _____

Name Kadina Seals _____

Title _____

Mailing Address 2100 Travis, 9th Floor, Houston, Texas 77002 _____

Office location (if different than mailing address) _____

Phone 832-394-6289 Fax _____ Cell _____

E-mail kadina.seals@houstontx.gov Web site _____

Information for back of card (if applicable) _____

► Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:

City of Houston
Bunny Arita
Mail Room
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 66449
Shipment Number: 34148
Shipment Date: 9/20/19 1:39 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Curbow

Notes:

Job Description: **DSF Order 3176 Business Card (Kadina Seals)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped of 500 ordered

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:  16660T

Date: 9/20/19



Job Description
Business Cards- Whitney W. Buyckes
Descriptive Name for this Job

Date
8/26/2019

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
Housing and Community Development Department
Section

Division
Disaster Recovery

Division Manager
Ana Martinez

Division Manager Email
ana.martinez@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BDB200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number. *9/3/19*

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
1 Sided

Color
City of Houston Blue

Size
Custom

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

Print 500 business cards for Whitney Buyckes-see attached Business Card Order Form

*Housing and Community Development Department
Disaster Recovery Division*

No Mayor's Name

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Whitney Buyckes

Title

Department
Housing and Community Development

Phone
832-394-6319

Cell

Fax

Address 1
2100 Travis, 9th Floor
Building

Address 2
Street Address

Address 3
City, State Zip

Email
whitney.buyckes@houstontx.gov

Website

Backside


Done 9/4/19

Submit

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____ Name of Mayor
Aviation Department _____ Mayor

Name _____ Title _____

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address _____

Information for back of card such as additional contact information, mission statement, etc.

Front

Back

Example

1

Choose
QUANTITY

- 500
 1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

- YES NO

3

TYPE the information that
will appear on your card.

**All incomplete orders will
be returned** for processing
the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing & Community Development

Name Whitney Buyckes

Title _____

Mailing Address 2100 Travis, 9th Floor, Houston, Texas 77002

Office location (if different than mailing address) _____

Phone 832-394-6319 Fax _____ Cell _____

E-mail whitney.buyckes@houston.tx.gov Web site _____

Information for back of card (if applicable) _____

Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston
Bunny Arita
Mail Room
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 66448
Shipment Number: 34147
Shipment Date: 9/20/19 1:50 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Curbow

Notes:

Job Description: **DSF Order 3175 Business Card (Whitney Buyckes)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped of 500 ordered

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:  166635

Date: 9/20/19



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60777
Invoice Date	9/20/19
Date Shipped	9/18/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66099

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
100	Magnetic Garbage Truck Sign (24 x 36) Job#66099/Order#COH101134 - Cost Center#2100010001;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$2,252.00		\$2,252.00
	Delivery	\$15.00		\$15.00
500	Job#66442/DSF Order 3170 Business Card (Stephanie Pena) - Cost Center#3200030002;Internal Order#I32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00
500	Job#66446/DSF Order 3174 Business Card (Lisa Riley) - Cost Center#3200030002;Internal Order#I32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00
500	Job#66448/DSF Order 3175 Business Card (Whitney Buyckes) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
1203049674				
500	Job#66449/DSF Order 3176 Business Card (Kadina Seals) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
1203049675				
500	Job#66451/DSF Order 3178 Business Card (Cefeney Garcia) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
1203049676				



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	60777
Invoice Date	9/20/19
Date Shipped	9/20/19
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66452

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	5030
	Internal Order	BD3200077-19
	Grant	32000077-2019
	Cost Center	3200030002
	Business Area	3200

Quantity	Description	Unit Price	UM	Amount
500 1203049677	Job#66452/DSF Order 3179 Business Card (Overtyne Thierry) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203049678	Job#66453/DSF Order 3180 Business Card (Shirema Dumas) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203049679	Job#66455/DSF Order 3182 Business Card (Patsy Lewis) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203049680	Job#66459/DSF Order 3183 Business Card (Nancy Ramos) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
8,000	Operator's Daily Report (3pt NCR) Job#66477/Order#COH101061 - Cost Center#2100070001;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$3,355.00		\$3,355.00
1,500	ARA Envelopes Standard #10 Job#66478/Order#COH101163- Cost Center#6500030002;Internal Order#;Business Area#6500;Fund#1000;Grant#	\$265.00		\$265.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	60777
Invoice Date	9/20/19
Date Shipped	9/20/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66480

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,500	ARA Envelopes w/Window Job#66480/Order#COH101164- Cost Center#6500030002;Internal Order#;Business Area#6500;Fund#1000;Grant#	\$329.99		\$329.99
25	Nothing Beats a Healthy Heart Job#66490/Order#COH101211 - Cost Center#3800070016;Internal Order#A38000126-19;Business Area#3800;Fund#5030;Grant#38000126-2019	\$825.00		\$825.00
1,000	Fluorescent Red "Notice" Labels Job#66492/Order#COH101206- Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$239.00		\$239.00
250	DSF Order 3188 Business Card (Marsha E. Murray)Job#66493/Order#COH101214 - Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$251.95		\$251.95
500	Job#66498/DSF Order 3194 Business Card (Carmen Figueroa) - Cost Center#3200030002;Internal Order#J32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00
500	Job#66499/DSF Order 3195 Business Card (Jessica Jones) - Cost Center#3200030002;Internal Order#J32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00
500	Job#66500/DSF Order 3196 Business Card (Larry Harris) - Cost Center#3200030002;Internal Order#J32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60777
Invoice Date	9/20/19
Date Shipped	9/20/19
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66501

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	5030
	Internal Order	BD3200077-19
	Grant	32000077-2019
	Cost Center	3200030002
	Business Area	3200

Quantity	Description	Unit Price	UM	Amount
500 1203049686	Job#66501/DSF Order 3197 Business Card (Bernie Abraham-Kean) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
13	4277-109 Project Manual (526pgs + cover set) Job#66502/Req#215360- Cost Center#2000040009;Internal Order#;Business Area#2000;fund#8300;Grant#	\$998.05		\$998.05
25	Different Smokes Same Stroke Job#66507/Order#COH101217- Cost Center#3800070016;Internal Order#A38000126-19;Business Area#3800;Fund#5030;Grant#38000126-2019	\$825.00		\$825.00
200	Parent Guide HPV/Adolescent Toolkit (56pgs+cvr) Job#66512/Order#COH101218- Cost Center#3800030003;Internal Order#A38000158-17;Business Area#3800;Fund#5000;Grant#38000158-2017	\$2,173.29		\$2,173.29
500	Job#66516/DSF Order 3203 - Business Cards (Eriq Glenn) - Cost Center#7000010001;Internal Order#;Business Area#7000;Fund#1000;Grant#	\$30.00		\$30.00
500	Job#66521/DSF Order 3205 Business Card (Tatyana Dent) - Cost Center#2800060026;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00
500	Job#66522/DSF Order 3206 Business Card (David J. Gronlund) - Cost Center#2800060011;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60777
Invoice Date	9/20/19
Date Shipped	9/20/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66531

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
5	Personalized Memo Pads (Marsha E. Murray) Job#66531/Order#COH101215- Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$50.20		\$50.20
250	Job#66549/DSF Order 3210 Business Card (Tara Devaul) - Cost Center#2000060027;Internal Order#;Business Area#2000Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66550/DSF Order 3211 Business Card (Biplop Dhakal) - Cost Center#2000060006;Internal Order#;Business Area#2000Fund#2301;Grant#	\$32.00		\$32.00
500	DSF Order 3215 Business Card (Viviana Sanchez) Job#66553/Order#COH101225 - Cost Center#1600070001;Internal Order#;Business Area#1600;Fund#5010;Grant#	\$30.00		\$30.00
500	DSF Order 3216 Business Card (Fatema Husain) Job#66554/Order#COH101223- Cost Center#3800030003;Internal Order#B38000040-20;Business Area#3800Fund#5000;Grant#38000040-2020	\$30.00		\$30.00
500	DSF Order 3217 Business Card (Sydney Bush) Job#66555/Order#COH101224- Cost Center#1600070001;Internal Order#;Business Area#1600Fund#5010;Grant#	\$30.00		\$30.00
250	Job#66565/DSF Order 3219 Business Card (Pareshkumar Bhatt) - Cost Center#2000010019;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00



Bayside Printing Company, Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60777
Invoice Date	9/20/19
Date Shipped	9/20/19
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66569

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000020017
Fund 2310

Quantity	Description	Unit Price	UM	Amount
250	Job#66569/DSF Order 3220 Business Card (Patrick Nguyen) - Cost Center#2000020017;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$32.00		\$32.00
250	Job#66572/DSF Order 3221 - White Embossed BC (Mike Laster) - Cost Center#5500010017;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$251.95		\$251.95
250	Job#66577/DSF Order 3222 Business Card (Mishelle Gray) - Cost Center#2000040003;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66578/DSF Order 3223 Business Card (Dalton Howard) - Cost Center#2000040003;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66579/DSF Order 3224 Business Card (Lawrence Renfro) - Cost Center#2000040003;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	DSF Order 3230 Business Card (Mayra Serrato) Job#66594/Order#COH101242- Cost Center#3800050029;Internal Order#A38000090-20;Business Area#3800;Fund#5030;Grant#38000090-2020	\$28.00		\$28.00
250	DSF Order 3231 Business Card (Stacy Harrell) Job#66595/Order#COH101241- Cost Center#3800050029;Internal Order#A38000090-20;Business Area#3800Fund#5030;Grant#38000090-2020	\$28.00		\$28.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	60777
Invoice Date	9/20/19
Date Shipped	9/20/19
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66595

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 5030
 Internal Order A38000090-20
 Grant 38000090-2020
 Cost Center 3800050029
 Business Area 3800

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!		Subtotal		\$12,681.43
		Sales Tax 8.25%		\$0.00
		Total Due		\$12,681.43

Customer Code : 1154
 Invoice Number : 60777
 Invoice Date : 9/20/19
 Invoice Amount : \$12,681.43
 Amount Paid : _____

Remit To:
 Bayside Printing Co., Inc.
 160 Lockhaven Drive
 Houston, TX 77073-5500

Remitter:
 City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

60814	1203050243	1203050243	82	DSF Order 3238 Business Card (Vanessa Rosales)
60814	1203050229	1203050229	82	DSF Order 3181 Business Card (Tizeta Getachew)

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	*	Trans.cur.	User
32000077-2019	ADM-19A05	10/10/2019	10/09/2019	DSF Order 3238 Business Card (Vanessa Rosa...	1203050243	1203050243	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66		30.00	BATCH
32000077-2019	ADM-19A05	10/10/2019	10/09/2019	DSF Order 3181 Business Card (Tizeta Getach...	1203050229	1203050229	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II			30.00	BATCH
												66	=	60.00	
													=	60.00	



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	60814
Invoice Date	9/30/19
Date Shipped	9/24/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66288

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
100	Steve Le Certificate Holder (Blue Jacket) Job#66288/Order#COH101168 - Cost Center#5500010006;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$788.75		\$788.75
1	Ongoing Shipments of BARC items (September 2019) Job#66345 - Cost Center#6500080086;Internal Order#;Business Area#6500;Fund#2427;Grant#	\$0.00		\$0.00
4	Shipment Request	\$10.00	EA	\$40.00
2	Pallet Storage	\$30.00	EA	\$60.00
	Postage	\$66.77		\$66.77
	Deliveries	\$35.00	EA	\$0.00
500	Job#66437/DSF Order 3165 Business Card (Cathi Dixon) - Cost Center#3200030002;Internal Order#CK3200001-19;Business Area#3200;Fund#5000;Grant#32000001-2019	\$30.00		\$30.00
500	Job#66454/DSF Order 3181 Business Card (Tizeta Getachew) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
200	Clinician Guide HPV/Adolescent Toolkit Job#66513/Order#COH101219- Cost Center#3800030003;Internal Order#A38000158-17;Business Area#3800;Fund#5000;Grant#38000158-2017	\$3,544.60		\$3,544.60

1203050229



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	60814
Invoice Date	9/30/19
Date Shipped	9/30/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66519

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
35	Monthly Financial Report (24pg + Covers) Job#66519/Order#COH101271- Cost Center#6400040001;Internal Order#;Business Area#6400;Fund#1000;Grant#	\$334.95		\$334.95
10	HAS Personalized Memo Pads (Melinda D. Whittom) Job#66527/Order#COH101221- Cost Center#2800040003;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$50.20		\$50.20
10	HAS Personalized Memo Pads (Tatyana Dent) Job#66528/Order#COH101222 - Cost Center#2800060026;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$50.20		\$50.20
13	4259-03 Project Manual (580 pgs + cover set) Job#66556/Req#215367 - Cost Center#2000040009;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$1,071.99		\$1,071.99
10	HAS Personalized Memo Pads (Rhonda C. Arnold) Job#66557/Order#COH101226 - Cost Center#2800010006;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$50.20		\$50.20
	Delivery	\$15.00		\$15.00
500	DSF Order 3218 Business Card (Loren Hopkins) Job#66561/Order#COH101228- Cost Center#3800040002;Internal Order#B38000044-19;Business Area#3800;Fund#5000;Grant#38000044-2019	\$30.00		\$30.00

Welcome City of Houston Employees

Please use this on-line form to submit your print request electronically. You will be given an opportunity to submit your artwork at the end. Please note that this form replaces any previous paperwork form used in the past. You will be sent a confirmation email and contact info for our customer service if you need to follow up on your order.

Job Description

Descriptive Name For This Print Job

Contact *

Date



First Name

Last Name

Date

Email *

example@example.com

Phone Number *

Area Code

Phone Number

Department

Division

Section

Division Manager *

Division Manager Email *

manager@example.com

Funding Information

G/L Account # 520515

Cost Center

SAP Internal Order Number

Example: A38000125-19

SAP Grant Number

Fund Number

Example: 38000125-2019

Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

430

JK

Oct 4/5/19



Standard Business Card

1 Sided Blue ▼

Select an option for a business card order

Quantity

500 ▼

Mayor's Name

No ▼

Name

Vanessa Rosales

Title

Department

Housing and Community Development Department

Mailing Address

P.O. Box 1562

City, State Zip

Houston, TX 77002

Phone

832.394.6233

Fax

Cell

281.906.5124

Email

Vanessa.Rosales@houstontx.g X

example@example.com

Website

Special Instructions

Shipping details, Artwork form #'s...

Click to Attach Art File


Browse Files

FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____ Name of Mayor
Aviation Department Mayor

Name Title

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address

Front

Information for back of card such as
additional contact information, mission
statement, etc.

Back

Example

1

Choose
QUANTITY

- 500
 1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

- YES NO

3

TYPE the information that
will appear on your card.

**All incomplete orders will
be returned** for processing
the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing and Community Development

Name Vanessa Rosales

Title _____

Mailing Address P.O. Box 1562

Houston, TX 77002

Office location (if different than mailing address) 2100 Travis Street, 9th Floor

Houston, TX 77002

Phone 832.394.6233

Fax _____

Cell 281.906.5124

E-mail Vanessa.Rosales@houstontx.gov

Web site _____

Information for back of card (if applicable) _____

▶ **Please carefully check printed business cards for errors upon receipt.** If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.

Delivery Receipt

Ship To:

City of Houston - Mailroom
Vanessa Rosales
611 Walker St., 1st Floor
Mailroom
Houston, TX 77002
Phone: (832) 394-6233

Customer Code: 1154

Job Number: 64358

Shipment Number: 31925

Shipment Date: 4/19/19 1:52 PM

Ship Via: Local Delivery -

Customer PO :

Salesperson: David Solis

CSR: Sherri Curbow

Notes:

Job Description: **Business Cards (Vanessa Rosales)**
Cost Center#3200030002;Internal Order#F32000001-19;Business
Area#3200;Fund#5000;Grant#32000001-2019

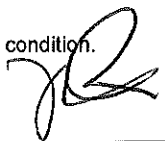
No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	500 Job: Business Cards (Vanessa Rosales)
1		500	Total Shipped of 500 ordered

Shipped By: scurbow

The above items have been received in good condition.

RECEIVED:

By :

 151956

Date :

04/25/2019

Delivery Receipt

Ship To:

**City of Houston - Mailroom
Vanessa Rosales
611 Walker St., 1st Floor
Mailroom
Houston, TX 77002
Phone: (832) 394-6233**

**Customer Code: 1154
Job Number: 64358
Shipment Number: 31925
Shipment Date: 4/19/19 1:52 PM
Ship Via: Local Delivery -
Customer PO :
Salesperson: David Solis
CSR: Sherri Curbow**

Notes:

Job Description: **Business Cards (Vanessa Rosales)
Cost Center#3200030002;Internal Order#F32000001-19;Business
Area#3200;Fund#5000;Grant#32000001-2019**

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	500 Job: Business Cards (Vanessa Rosales)
1		500	Total Shipped of 500 ordered

Shipped By: scurbow

The above items have been received in good condition.

RECEIVED:

By: 

151954

Date: 04/25/2019

Delivery Receipt

Ship To:

**City of Houston - Mailroom
Vanessa Rosales
611 Walker St., 1st Floor
Mailroom
Houston, TX 77002
Phone: (832) 394-6233**

Customer Code: 1154

Job Number: 64358

Shipment Number: 31925

Shipment Date: 4/19/19 1:52 PM

Ship Via: Local Delivery -

Customer PO :

Salesperson: David Solis

CSR: Sherri Curbow

Notes:

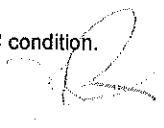
**Job Description: Business Cards (Vanessa Rosales)
Cost Center#3200030002;Internal Order#F32000001-19;Business
Area#3200;Fund#5000;Grant#32000001-2019**

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	500 Job: Business Cards (Vanessa Rosales)
1		500	Total Shipped of 500 ordered

Shipped By: scurbow

The above items have been received in good condition.

RECEIVED:

By:  151936

Date: 4/19/2019



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60814
Invoice Date	9/30/19
Date Shipped	9/23/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66585

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
10,000	PD Envelopes Standard Window #10 Job#66585/Order#COH101235- Cost Center#7000090001;Internal Order#;Business Area#7000;Fund#2308;Grant#	\$750.01		\$750.01
3,000	Health Dept. Referral Cards Job#66586/Order#COH101230 - Cost Center#3500050007;Internal Order#;Business Area#3500;Fund#1000;Grant#	\$364.00		\$364.00
250	DSF Order 3226 Business Card (Kristen Grayson) Job#66589/Order#COH101236- Cost Center#3800050029;Internal Order#A38000090-20;Business Area#3800;Fund#5030;Grant38000090-2020	\$28.00		\$28.00
500	DSF Order 3227 Business Card (Jose Omar Caraballo) Job#66591/Order#COH101238- Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant	\$30.00		\$30.00
10	Personalized Memo Pads (Jodie Foster, C.B.O.) Job#66605/Order#COH101192- Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$50.20		\$50.20
10	Personalized Memo Pads (Valerie Esquivel) Job#66606/Order#COH101190- Cost Center#2000060001;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$50.20		\$50.20
250	Business Cards (Beau Mitts, MPH) Job#66607/COH101243- Cost Center#3800030004;Internal Order#C38000057-19;Business Area#3800;Fund#5000;Grant#38000057-2019	\$189.01		\$189.01



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60814
Invoice Date	9/30/19
Date Shipped	9/27/19
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66612

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1000
Cost Center 3800020002
Business Area 3800

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3236 Business Card (Lamar Kimble) Job#66612/Req#U03115-A- Cost Center#3800020002;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
500 1203050243	Job#66623/DSF Order 3238 Business Card (Vanessa Rosales) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
250	Job#66624/DSF Order 3235 Business Card (Jackie Kirksey) - Cost Center#2000060018;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#66625/DSF Order 3237 Business Card (Walter Robinett) - Cost Center#2000040008;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66626/DSF Order 3241 Business Card (Ba Dieu) - Cost Center32000040006;Internal Order#;Business Area#3200;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66627/DSF Order 3240 Business Area (Lien Pham) - Cost Center#2000040005;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66628/DSF Order 3243 Business Card (Brandon Carter) - Cost Center#2000040001;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Company, Inc

160 Lockhaven Drive
Houston, TX 77073-5500

Phone: (281) 209-9500

Fax: (281) 209-9569

INVOICE

Invoice #	60814
Invoice Date	9/30/19
Date Shipped	9/27/19
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66629

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center
Fund

2000010019
2302

Quantity	Description	Unit Price	UM	Amount
250	Job#66629/DSF Order 3244 Business Card (Johana E. Clark) - Cost Center#2000010019;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
250	Job#66630/DSF Order 3242 Business Card (Jacqueline Murphy) - Cost Center#2000040010;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66630/DSF Order 3242 Business Card (Mark A Gonzalez) - Cost Center#2000040010;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66630/DSF Order 3242 Business Card (Daffy Burroughs) - Cost Center#2000040010;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	DSF Order 3245 Business Card (Tiffany Kapanga) Job#66635/Order#COH101247- Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$32.00		\$32.00
250	DSF Order 3246 Business Card (Tiachia Booker) Job#66636/Order#COH101248- Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$32.00		\$32.00
25	Recovery Annual Report 24-Page Interior 4PG Cover Job#66646/Order#COH101252- Cost Center#2000030003;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$532.00		\$532.00



Bayside Printing Co., Inc

160 Lockhaven Drive
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Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60814
Invoice Date	9/30/19
Date Shipped	9/27/19
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66647

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000060006
Fund 2301

Quantity	Description	Unit Price	UM	Amount
500	Job#66647/DSF Order 3247 Business Card (Richard A. Cheri II) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	DSF Order 3250 Business Card (Kristina Robles) Job#66651/Order#COH101258- Cost Center#3800040005;Internal Order#;Business Area#3800;Fund#2009;Grant#	\$30.00		\$30.00
500	Job#66665/DSF Order 3253 Business Card (Rosalyn White) - Cost Center#2000060013;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#66666/DSF Order 3254 Business Card (Michael Y. Ereti) - Cost Center#2000070004;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#66669/DSF Order 3255 Business Cards (Richina C. Lewis) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66669/DSF Order 3255 Business Cards (Michael Barnes) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#66669/DSF Order 3255 Business Cards (Derrick R. Williams) - Cost Center#2000040022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc.

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Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60814
Invoice Date	9/30/19
Date Shipped	9/27/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66686

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	1000
	Cost Center	2100060004
	Business Area	2100

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3260 Business Card (Shawn Fields) Job#66686/Order#COH101263- Cost Center#2100060004;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 3262 Business Card (Tracy Georges) Job#66695/Order#COH101267- Cost Center#3800030004;Internal Order#A38000015-20;Business Area#3800;Fund#5030;Grant#38000015-2020	\$30.00		\$30.00
500	DSF Order 3263 Business Card (Rhys Caraway) Job#66696/Order#COH101266- Cost Center#3800030004;Internal Order#A38000015-20;Business Area#3800;Fund#5000;Grant#38000015-2020	\$30.00		\$30.00



Bayside Printing Co., Inc.

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Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	60814
Invoice Date	9/30/19
Date Shipped	9/27/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	66696

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	5000
	Internal Order	A38000015-20
	Grant	38000015-2020
	Cost Center	3800030004
	Business Area	3800

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!		Subtotal		\$8,886.08
		Sales Tax 8.25%		\$0.00
		Total Due		\$8,886.08

Customer Code : 1154
 Invoice Number : 60814
 Invoice Date : 9/30/19
 Invoice Amount : \$8,886.08
 Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

61618	1203103523	1203103523	91	DSF Order 3674-Business Cards (Sherri Patterson)
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Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	ADM-19A05	01/27/2020	01/24/2020	DSF Order 3674-Business Cards (Sherri Patterson)	1203103523	1203103523	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	32.00	BATCH
												66	32.00	
													32.00	



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61618
Invoice Date	1/10/20
Date Shipped	1/6/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67725

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
35	Monthly Financial Report (24pg + Covers) Job#67725/Order#COH101463- Cost Center#6400040001;Internal Order#;Business Area#6400;Fund#1000;Grant#	\$334.99		\$334.99
500	Job#67759/DSF Order 3586 Business Card (Jayna Mistry) - Cost Center#3200030002;Internal Order#D32000001-20;Business Area#3200;Fund#5000;Grant#32000001-2020	\$30.00		\$30.00
500	DSF Order 3589 Business Card (Oscar Ortiz) Job#67769/Order#COH101431- Cost Center#2500060002;Internal Order#;Business Area#2500;Fund#1000;Grant#	\$30.00		\$30.00
250	DSF Order 3590 Business Card (Jo Collier) Job#67770/Order#COH101427- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00
250	DSF Order 3592 Business Card (Elizabeth Mayer) Job#67772/Order#COH101428- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00
250	DSF Order 3593 Business Card (Matthew Richardson) Job#67773/Order#COH101430- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00
250	DSF Order 3594 Business Card (Tula Gorden) Job#67774/Order#COH101435- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61618
Invoice Date	1/10/20
Date Shipped	1/10/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67777

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1000
Cost Center 3400040001
Business Area 3400

Quantity	Description	Unit Price	UM	Amount
250	DSF Order 3596 Business Card (Emily Scott) Job#67777/Order#COH101433- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00
250	DSF Order 3597 Business Card (Samantha Bruer) Job#67778/Order#COH101432- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00
500	HPW #10 Non-Window Envelopes Job#67795/Order#COH101420- Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$145.00		\$145.00
500	HPW #10 Window Envelope Job#67797/Order#COH101419- Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$158.00		\$158.00
1,200	COH Tri-fold Brochures (4 Versions) Job#67800/Order#COH101451- Cost Center#3800030004;Internal Order#A38000036-20;Business Area#3800;Fund#5000;Grant#38000036-2020	\$506.00		\$506.00
300	COH Short Brochure Job#67801/Order#COH101452- Cost Center#3800030004;Internal Order#A38000036-20;Business Area#3800;Fund#5000;Grant#38000036-2020	\$368.00		\$368.00
300	COH Flip Up Brochure Job#67802/Order#COH101454- Cost Center#3800030004;Internal Order#A38000036-20;Business Area#3800;Fund#5000;Grant#38000036-2020	\$319.00		\$319.00



Bayside Printing Company, Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	61618
Invoice Date	1/10/20
Date Shipped	1/3/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67803

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
300	COH HIV Prevention (16-Page Interior + Cover) Job#67803/Order#COH101455- Cost Center#3800030004;Internal Order#A38000036-20;Business Area#3800;Fund#5000;Grant#38000036-2020	\$1,287.00		\$1,287.00
300	COH Public Charge (2 Versions) Job#67805/Order#COH101456- Cost Center#3800030004;Internal Order#A38000036-20;Business Area#3800;Fund#5000;Grant#38000036-2020	\$262.00		\$262.00
2,000	Houston Health Dept. Yellow Tags (100-LB Opaque) Job#67810/Order#COH101438- Cost Center#3800040010;Internal Order#;Business Area#3800;Fund#2423;Grant#	\$1,238.00		\$1,238.00
2,000	COH City Controller #10 White Window Envelope Job#67824/Req#214593- Cost Center#;6000010001;Internal Order#;Business Area#6000;Fund#1000;Grant#	\$310.00		\$310.00
500	DSF Order 3606 Business Card (Letitia Plummer) Job#67830/Order#COH101441- Cost Center#5500010013;Internal Order#;Business Card#5500;Fund#1000;Grant#	\$256.30		\$256.30
500	DSF Order 3607 Business Card (Remus Wright) Job#67831/Order#COH101442- Cost Center#9000010001;Internal Order#;Business Area#9000;Fund#1000;Grant#	\$30.00		\$30.00
500	Job#67854/DSF Order 3620 - HAS BC (William Flowers) - Cost Center#2800040027;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61618
Invoice Date	1/10/20
Date Shipped	1/10/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67872

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,500	Occupancy Flyers Padded in 25's Job#67872/Order#COH101450- Cost Center#0200006002;Internal Order#;Business Area#0200;Fund#2301;Grant#	\$538.00		\$538.00
500	DSF Order 3631 - Gold Foil BC (Marc Eichenbaum) Job#67888/Order#COH101462- Cost Center#5000040000;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$256.30		\$256.30
250	Job#67895/DSF Order 3621 - Business Cards (Deborah Johnson) - Cost Center#2000040001;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67896/DSF Order 3622 - Business Cards (Dudley Hall) - Cost Center#2000040007;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67897/DSF Order 3623-Business Cards (A. Morris-Joubert) - Cost Center#2000040010;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67898/DSF Order 3626 - Business Cards (Robert Salek) - Cost Center#2000040001;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
500	Job#67899/DSF Order 3627 - Business Cards (Hien Pham) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#67900/DSF Order 3629 - Business Cards (Hanaa Fayyadh) - Cost Center#2000040005;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61618
Invoice Date	1/10/20
Date Shipped	1/10/20
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67901

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000060013
Fund 2301

Quantity	Description	Unit Price	UM	Amount
500	Job#67901/DSF Order 3632 - Business Cards (Roger Humphrey) - Cost Center#2000060013;Internal order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#67902/DSF Order 3628 - Business Cards (Maureen Foerster) - Cost Center#2000040012;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67902/DSF Order 3628 - Business Cards (Boe Washington) - Cost Center#2000040012;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67902/DSF Order 3628 - Business Cards (Victor Nguyen) - Cost Center#2000040012;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67902/DSF Order 3628 - Business Cards (Imtiaz Ali) - Cost Center#2000040012;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67902/DSF Order 3628 - Business Cards (Subhash Jain) - Cost Center#2000040012;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67902/DSF Order 3628 - Business Cards (Naseem Jilani) - Cost Center#2000040012;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67902/DSF Order 3628 - Business Cards (Thong (Tom) Nguyen) - Cost Center#2000040012;Internal order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61618
Invoice Date	1/10/20
Date Shipped	1/10/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67906

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,000	mechanical Application (2020) Job#67906/Order#COH101459- Cost Center#2000060002;Internal order#;Business Area#2000;Fund#2301;Grant#	\$245.00		\$245.00
3,000	Plumbing Application (2020) Job#67907/Order#COH101458- Cost Center#2000060002;Internal order#;Business Area#2000;Fund#2301;Grant#	\$538.00		\$538.00
3,500	Electrical Application (2020) Job#67908/Order#COH101457- Cost Center#2000060002;Internal order#;Business Area#2000;Fund#2301;Grant#	\$358.00		\$358.00
250	Job#67916/DSF Order 3636 - Business Cards (Alice O. Guidry) - Cost Center#2000040021;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67916/DSF Order 3636 - Business Cards (Anna Lopez) - Cost Center#2000040021;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#67916/DSF Order 3636 - Business Cards (Inez Hamilton-Acosta) - Cost Center#2000040021;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
500	Job#67919/DSF Order 3640 - Business Card (Salatiel Rueda) - Cost Center#2000030003;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
250	Job#67919/DSF Order 3640 - Business Card (Maria Perez) - Cost Center#2000030003;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61618
Invoice Date	1/10/20
Date Shipped	1/10/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67931

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000060003
Fund 2301

Quantity	Description	Unit Price	UM	Amount
500	Job#67931/DSF Order 3647 - Business Cards (Anna Acuna) - Cost Center#2000060003;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#67932/DSF Order 3648 - Business Cards (Jessica Branch) - Cost Center#2000060003;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#67933/DSF Order 3649 - Business Cards (Yvonne Escobedo) - Cost Center#2000060003;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#67934/DSF Order 3650 - Cost Center#2000060003;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#67935/DSF Order 3651 - Business Cards (Maria Cerda) - Cost Center#2000060003;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#67936/DSF Order 3652 - Business Cards (David Vazquez) - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#67937/DSF Order 3653 - Business Cards (David Farrar) - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#67945/DSF Order 3657 - Cost Center#2000060016;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61618
Invoice Date	1/10/20
Date Shipped	1/10/20
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67946

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000060001
Fund 2301

Quantity	Description	Unit Price	UM	Amount
250	Job#67946/DSF Order 3658 - Business Cards (Tanya Williams) - Cost Center#2000060001;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	DSF Order 3665 - Business Cards (Keaton Wyatt) Job#67968/Order#COH101475- Cost Center#6500090001;Internal Order#;Business Area#6500;Fund#8720;Grant#	\$35.00		\$35.00
250	DSF Order 3666 - Business Cards (Johnnie Burns) Job#67969/Order#COH101471- Cost Center#5100030001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$32.00		\$32.00
250	DSF Order 3667 - Business Cards (Cynthia Cruz) Job#67970/Order#101477- Cost Center#3800050001;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$28.00		\$28.00
250	DSF Order 3668-B Cards (Danielle Burns Wilson) Job#67971/Order#COH101483- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00
500	DSF Order 3673 - Business Cards (Saima Kadir) Job#67976/Order#COH101473- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$30.00		\$30.00
250	Job#67987/DSF Order 3674 - Business Cards (Sherri Patterson) - Cost Center#3200030002;Internal Order#;Business Area#3200;Fund#5030;Grant#	\$32.00		\$32.00

1203103523



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61618
Invoice Date	1/10/20
Date Shipped	1/10/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67988

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000060022
Fund 2301

Quantity	Description	Unit Price	UM	Amount
500	Job#67988/DSF Order 3675 - Business Cards (Scott Stelter) - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#67989/DSF Order 3676 - Business Cards (Magdalena Prus) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00

Thank you for your business!	Subtotal	\$8,585.59
	Sales Tax	\$0.00
	Total Due	\$8,585.59

Customer Code : 1154
Invoice Number : 61618
Invoice Date : 1/10/20
Invoice Amount : \$8,585.59
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

61855	1203122911	1203122911	101	DSF Order 3779 - Business Card (Veronda Jackson)
61855	1203122904	1203122904	101	DSF Order 3767 -Business Card (Anthony Chavez)
61855	1203122909	1203122909	101	DSF Order 3776 - BCard (Ron Bhattacharjee) <i>business card</i>
61855	1203122910	1203122910	101	DSF Order 3777 - BCard (Fredrick Hoisington) <i>business card</i>
61855	1203122906	1203122906	101	DSF Order 3769 - Business Card (Gracie Santos)
61855	1203122912	1203122912	101	DSF Order 3780 - Business Card (Josue Bustillos)
61855	1203122905	1203122905	101	DSF Order 3768 -Business Card (Michael Rodriguez)
61855	1203122907	1203122907	101	DSF Order 3771 - Business Card (Jose Reynaga)
61855	1203122913	1203122913	101	DSF Order 3781 - Business Card (Jorge Moor)
61855	1203122914	1203122914	101	DSF Order 3784 -Business Card (Michael Ona)
61855	1203122908	1203122908	101	DSF Order 3775 - Business Card (Danny Molina)

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3779 - Business Card (Veronda Jacks...	1203122911	1203122911	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3767 -Business Card (Anthony Chavez)	1203122904	1203122904	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3776 - BCard (Ron Bhattacharjee)	1203122909	1203122909	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3777 - BCard (Fredrick Hoisington)	1203122910	1203122910	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3769 - Business Card (Gracie Santos)	1203122906	1203122906	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3780 - Business Card (Josue Bustillos)	1203122912	1203122912	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3768 -Business Card (Michael Rodrig..	1203122905	1203122905	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3771 - Business Card (Jose Reynaga)	1203122907	1203122907	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3781 - Business Card (Jorge Moor)	1203122913	1203122913	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3784 -Business Card (Michael Ona)	1203122914	1203122914	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	02/28/2020	02/26/2020	DSF Order 3775 - Business Card (Danny Molina)	1203122908	1203122908	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
												66	330.00	
													330.00	



Job Description
Standard Business Cards - Michael Ona
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department HCDD
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

\$30

Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281-406-9500.
To access the Online Print Request click www.baysideprinting.com/printrequest.html



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:

City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68250
Shipment Number: 36491
Shipment Date: 1/31/20 1:39 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3784 -Business Card (Michael Ona)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card
		500	Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: Burton Scott

Date: 1-31-2020

DSH 106069

2.4.20



Job Description
Standard Business Cards - Jorge Moor
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

[Handwritten Signature]

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

[Handwritten Initials]

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department HCDD
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

[Handwritten Initials]

[Handwritten Signature]

Submit



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68247
Shipment Number: 36488
Shipment Date: 1/31/20 1:38 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3781 - Business Card (Jorge Moor)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED: By: _____

Date: _____



Job Description
Standard Business Cards - Josue Bustillos
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
3200077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name

Title

Department
HCDD

Phone

Cell

Fax

Address 1

Address 2

Address 3

Building

Street Address

City, State Zip

Email

Website

Backside

\$30

Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 832-394-9500.
To access the Online Print Request click www.baysideprinting.com/printrequest.htm.

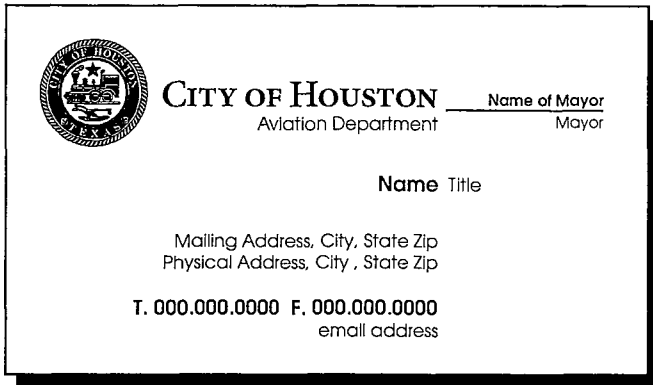
Oct 12/20


FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



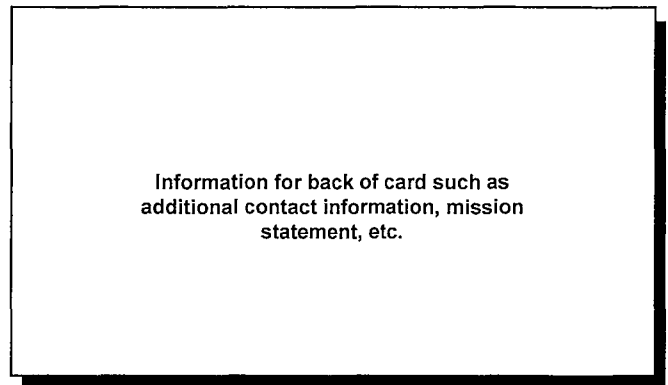
 **CITY OF HOUSTON** _____
Aviation Department _____
Name of Mayor _____
Mayor _____

Name _____ Title _____

Mailing Address, City, State Zip _____
Physical Address, City, State Zip _____

T. 000.000.0000 F. 000.000.0000
email address _____

Front



Information for back of card such as additional contact information, mission statement, etc.

Back

Example

1

Choose **QUANTITY**

- 500
 1000

2

Are you Executive Level, or Pay Grade 30 or above?

- YES NO

3

TYPE the information that will appear on your card.

All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. **Please do not modify card design or add additional text lines. Thank you.**

Department Housing and Community Development Department /Disaster Recovery Division

Name Josue Bustillos

Title Assistant Director

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-6340

Fax _____

Cell 832-459-6551

E-mail Josue.Bustillos@houstontx.gov

Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68246
Shipment Number: 36487
Shipment Date: 1/31/20 1:49 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3780 - Business Card (Josue Bustillos)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

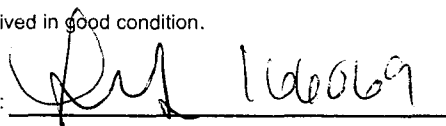
No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:



Date:

2.4.20



Job Description
Standard Business Cards - Fredrick Hoisington
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

JS

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
3200077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

JR

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department HCDD
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

830

Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.269.9309
To access the Online Print Request click www.baysideprinting.com/printrequest.html


JS/20

FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON
Aviation Department

Name of Mayor _____
Mayor

Name Title _____

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address

Front

Information for back of card such as
additional contact information, mission
statement, etc.

Back

Example

1

Choose
QUANTITY

500
 1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

YES NO

3

TYPE the information that
will appear on your card.

All incomplete orders will
be returned for processing
the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing and Community Development Department /Disaster Recovery Division

Name Fredrick Hoisington

Title [Redacted]

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-5214 Fax _____ Cell 832-571-7453

E-mail Fredrick.Hoisington@houstontx.gov Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68243
Shipment Number: 36484
Shipment Date: 1/31/20 1:46 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3777 - BCard (Fredrick Hoisington)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:

[Signature] 146069

Date:

2-4-20

Lati's



Job Description
Standard Business Cards -Ranjan Bhattacharjee
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

[Handwritten Signature]

Division Manager Email
Jeffrey.Swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
B03200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

JR

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department HCDD
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

\$30

Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.409.9500.
To access the Online Print Request click www.baysideprinting.com/printrequest.htm

Out 1/2/20

FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
 FINANCE & ADMINISTRATION DEPARTMENT
 REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.

CITY OF HOUSTON
 Aviation Department

Name of Mayor
 Mayor

Name Title

Mailing Address, City, State Zip
 Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
 email address

Information for back of card such as additional contact information, mission statement, etc.

Front

Back

Example

1

Choose QUANTITY

500
 1000

2

Are you Executive Level, or Pay Grade 30 or above?

YES NO

3

TYPE the information that will appear on your card.

All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing and Community Development Department /Disaster Recovery Division

Name Ranjan Bhattacharjee

Title Assistant Director

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-6367 Fax _____ Cell 832-374-0035

E-mail Ranjan.Bhattacharjee@houstontx.gov Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

▶ Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request form** within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68242
Shipment Number: 36483
Shipment Date: 1/31/20 12:58 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3776 - BCard (Ron Bhattacharjee)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED: By: _____

Date: _____



Job Description
Standard Business Cards - Danny Molina
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houston.tx.gov
example@houston.tx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houston.tx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

JR

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department HCDD
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

\$30

Print 1/23/20

Submit


For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281-209-9500
To access the Online Print Request click www.baysideprinting.com/printrequest.htm

FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You **MUST** proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____
Aviation Department Name of Mayor
Mayor

Name Title

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address

Front

Information for back of card such as
additional contact information, mission
statement, etc.

Back

Example

1

Choose
QUANTITY

500
 1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

YES NO

3

TYPE the information that
will appear on your card.
**All incomplete orders will
be returned** for processing
the following week.

TYPE all information that will appear on your card. **Please do not modify card design or add additional text lines. Thank you.**

Department Housing and Community Development Department /Disaster Recovery Division

Name Danny Molina

Title ~~Assistant City Manager~~

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-6057

Fax _____

Cell 832-301-6940

E-mail danny.molina@houstontx.gov

Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

► **Please carefully check printed business cards for errors upon receipt.** If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request form** within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68241
Shipment Number: 36482
Shipment Date: 1/31/20 1:45 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3775 - Business Card (Danny Molina)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: [Signature] 164069

Date: 2.4.20



Job Description
Standard Business Cards - Jose Reynaga
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
PO3200077-19

SAP Grant Number
3200077-2019
Example: 38000125-2019

Fund Number
5030

JK

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department HCDD
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

530


Deet 1/3/20

Submit

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You **MUST** proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____
Aviation Department Name of Mayor
Mayor

Name Title

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address

Front

Information for back of card such as additional contact information, mission statement, etc.

Back

Example

1

Choose
QUANTITY

500

1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

YES NO

3

TYPE the information that
will appear on your card.

**All incomplete orders will
be returned** for processing
the following week.

TYPE all information that will appear on your card. **Please do not modify card design or add additional text lines. Thank you.**

Department Housing and Community Development Department /Disaster Recovery Division

Name Jose Reynaga

Title ~~Assistant Director~~

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-6327

Fax _____

Cell 822-459-8353

E-mail Jose.Reynaga@houstontx.gov

Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

▶ Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request form** within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68237
Shipment Number: 36478
Shipment Date: 1/31/20 1:44 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3771 - Business Card (Jose Reynaga)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: Bunny Arita

Date: 1-31-2020

Handwritten signature

2.4.20



Job Description
Standard Business Cards - Gracie Santos
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

[Handwritten Signature]

Division Manager Email
Jeffrey.Swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
B03200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

JR

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department HCDD
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

530

Submit


For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.209.9500
To access the Online Print Request click www.baysideprinting.com/printrequest

[Handwritten Signature]

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You **MUST** proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON Name of Mayor
Aviation Department Mayor

Name _____ Title _____

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address _____

Front

Information for back of card such as
additional contact information, mission
statement, etc.

Back

Example

1

Choose
QUANTITY

- 500
 1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

- YES NO

3

TYPE the information that
will appear on your card.
**All incomplete orders will
be returned for processing
the following week.**

TYPE all information that will appear on your card. **Please do not modify card design or add additional text lines. Thank you.**

Department Housing and Community Development Department /Disaster Recovery Division

Name Gracie Santos

Title Director

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location *(if different than mailing address)* 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-5216

Fax _____

Cell 832-470-8013

E-mail Gracie.Santos@houston.tx.gov

Web site https://recovery.houston.tx.gov/

Information for back of card *(if applicable)* _____

► **Please carefully check printed business cards for errors upon receipt.** If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request form** within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68235
Shipment Number: 36476
Shipment Date: 1/31/20 1:43 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3769 - Business Card (Gracie Santos)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: Bunny Arita

Date: 1-31-2020

[Handwritten signature]

2.4.20



Job Description
Standard Business Cards - Michael Rodriguez
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name

Phone

Address 1
Building
Email
\$30

Title

Cell

Address 2
Street Address
Website

Department
HCDD
Fax

Address 3
City, State Zip
Backside

Submit


For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.209.9500.
To access the Online Print Request click www.baysideprinting.com/printrequest.html

Done
1/23/20

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You **MUST** proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____
Aviation Department Name of Mayor
Mayor

Name _____ Title _____

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address _____

Information for back of card such as
additional contact information, mission
statement, etc.

Front

Back

Example

- 1** Choose QUANTITY
 500
 1000
- 2** Are you Executive Level, or Pay Grade 30 or above?
 YES NO
- 3** TYPE the information that will appear on your card.
All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. **Please do not modify card design or add additional text lines. Thank you.**

Department Housing and Community Development Department /Disaster Recovery Division

Name Michael Rodriguez

Title _____

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-6369 Fax _____ Cell 832-570-2070

E-mail Michael.Rodriguez@houstontx.gov Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

► Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request form** within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68234
Shipment Number: 36475
Shipment Date: 1/31/20 1:18 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3768 - Business Card (Michael Rodriguez)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

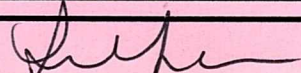
Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: 

Date: 1-31-2020

 166069 2.4.20



Job Description
Standard Business Cards - Anthony (Tony) Chavez
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Phone
Address 1
Building
Email

Title
Cell
Address 2
Street Address
Website

Department
HCDD
Fax
Address 3
City, State Zip
Backside

Submit


For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.209.9900
To access the Online Print Request click www.baysideprinting.com/printrequest.html

FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You **MUST** proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.


CITY OF HOUSTON _____ Name of Mayor
 Aviation Department Mayor

Name Title

Mailing Address, City, State Zip
 Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
 email address

Information for back of card such as additional contact information, mission statement, etc.

Front

Example

Back

1

Choose
QUANTITY

500

1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

YES **NO**

3

TYPE the information that
will appear on your card.

**All incomplete orders will
be returned** for processing
the following week.

TYPE all information that will appear on your card. **Please do not modify card design or add additional text lines. Thank you.**

Department Housing and Community Development Department /Disaster Recovery Division

Name Anthony (Tony) Chavez

Title _____

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-6221

Fax _____

Cell 281-414-8991

E-mail Anthony.Chavez@houstontx.gov

Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

▶ **Please carefully check printed business cards for errors upon receipt.** If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request** form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:

City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: **1154**

Job Number: **68233**

Shipment Number: **36474**

Shipment Date: **1/31/20 1:16 PM**

Ship Via: **Local Delivery - Bayside**

Customer PO :

Salesperson: **David Solis**

CSR: **Sherri Tyndall**

Notes:

Job Description: **DSF Order 3767 -Business Card (Anthony Chavez)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	250	250	COH Business Card
		250	Product: City of Houston Business Card 1 Sided
1		250	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: *[Signature]*

Date: 1-31-2020



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61855
Invoice Date	1/31/20
Date Shipped	1/30/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67850

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
2,500	COH 2020 Applications Job#67850/Order#COH101443- Cost Center#0200060020;Internal Order#;Business Area#0200;Fund#2301;Grant#	\$744.00		\$744.00
1,000	Occupancy Guidelines & Procedures (1 Version) Job#67858/Order#COH101448- Cost Center#0200060020;Internal Order#;Business Area#0200;Fund#2301;Grant#	\$454.00		\$454.00
500	Duplicate & Name Change Guidelines (1 Version) Job#67859/Order#COH101448- Cost Center#0200060020;Internal Order#;Business Area#0200;Fund#2301;Grant#	\$446.00		\$446.00
120	HPW Permitting Center "Do Not Remove" Green Tags Job#67873/Order#COH101449 - Cost Center#0200060020;Internal Order#;Business Area#0200;Fund#2301;Grant#	\$699.00		\$699.00
250	DSF Order 3670 - Business Cards (Joel Draut) Job#67973/Order#COH101476- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00
250	DSF Order 3672 - Business Cards (Erika Thompson) Job#67975/Order#COH101485- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00
2	PN 901_WB_IFC Plans (34 x 22) 2 sets of 401 sheets Job#68033/Order#COH101496- Cost Center#2800050004;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$4,407.00		\$4,407.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	61855
Invoice Date	1/31/20
Date Shipped	1/23/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68033

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
	Delivery	\$15.00		\$15.00
250	DSF Order 3726 - Business Card (Beatriz DeAngulo) Job#68109/Order#COH101507- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$28.00		\$28.00
3,138	HFSA Reminder Postcard Print & Mail Job#68198/Order#COH101537 - Cost Center#1200018000;Internal Order#;Business Area#1200;Fund#9000;Grant#	\$780.00		\$780.00
	Bayside check for postage	\$1,317.08		\$1,317.08
	Customer payment for postage (invoice 61665)	-\$1,343.06		-\$1,343.06
5	Personalized Memo Pads (Darien Helton) Job#68201/Order#COH101540- Cost Center#8000210005;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$30.00		\$30.00
1,314	Lazy Spring Acres Public Notice Job#68202/Order#COH101529- Cost Center#2000020012;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$587.00		\$587.00
1,314	Lazy Spring Acres Public Notice Mailing Job#68203/Order#COH101529 - Cost Center#2000020012;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$445.00		\$445.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61855
Invoice Date	1/31/20
Date Shipped	1/30/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68221

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1000
Cost Center 6800010001
Business Area 6800

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3752 - BCard (Christopher Mitchell) Job#68221/Order#COH101523- Cost Center#6800010001;Internal Order#;Business Area#6800;Fund#1000;Grant#	\$256.30		\$256.30
500	DSF Order 3753 - Business Card (Farouk Plummer) Job#68222/Order#COH101527- Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 3758 - Business Card (Valerie Bergeron) Job#68227/Order#COH101536- Cost Center#3800020001;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
250	DSF Order 3759 - Business Card (Paula Carrasco) Job#68228/Order#COH101538- Cost Center#3800040002;Internal Order#A38000125-20;Business Area#3800;Fund#5000;Grant#38000125-2020	\$28.00		\$28.00
500	DSF Order 3761 - Business Card (Maribel Imamovie) Job#68229/Order#COH101539- Cost Center#0200060020;Internal Order#;Business Area#0200;Fund#2301;Grant#	\$30.00		\$30.00
500	DSF Order 3763 - Business Card (Derek Bauman) Job#68230/Order#COH101541- Cost Center#9000120001;Internal Order#;Business Area#9000;Fund#1004;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61855
Invoice Date	1/31/20
Date Shipped	1/31/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68231

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1000
Cost Center 8000050001
Business Area 8000

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3765 - Business Card (LaKeisha Dixon) Job#68231/Order#COH101545- Cost Center#8000050001;Internal Order#;Business Area#8000;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 3766 - Business Card (LaVanda Donahue) Job#68232/Order#COH101547- Cost Center#2500010003;Internal Order#;Business Area#2500;Fund#1000;Grant#	\$30.00		\$30.00
500 1203122904	Job#68233/DSF Order 3767 -Business Card (Anthony Chavez) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203122905	Job#68234/DSF Order 3768 - Business Card (Michael Rodriguez) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203122906	Job#68235/DSF Order 3769 - Business Card (Gracie Santos) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203122907	Job#68237/DSF Order 3771 - Business Card (Jose Reynaga) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	61855
Invoice Date	1/31/20
Date Shipped	1/31/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68241

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	5030
	Internal Order	BD3200077-19
	Grant	32000077-2019
	Cost Center	3200030002
	Business Area	3200

Quantity	Description	Unit Price	UM	Amount
500 1203122908	Job#68241/DSF Order 3775 - Business Card (Danny Molina) - - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203122909	Job#68242/DSF Order 3776 - BCard (Ron Bhattacharjee) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203122910	Job#68243/DSF Order 3777 - BCard (Fredrick Hoisington) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203122911	Job#68245/DSF Order 3779 - Business Card (Veronda Jackson) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203122912	Job#68246/DSF Order 3780 - Business Card (Josue Bustillos) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203122913	Job#68247/DSF Order 3781 - Business Card (Jorge Moor) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	61855
Invoice Date	1/31/20
Date Shipped	1/31/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68250

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	5030
	Internal Order	BD3200077-19
	Grant	32000077-2019
	Cost Center	3200030002
	Business Area	3200

Quantity	Description	Unit Price	UM	Amount
500 1203122914	Job#68250/DSF Order 3784 -Business Card (Michael Ona) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500	DSF Order 3786 -BCard (Sasha-Joi Marshall Smith) Job#68252/Req#E2689- Cost Center#7000090001;Internal Order#;Business Area#7000;Fund#2308;Grant#	\$30.00		\$30.00
500	DSF Order 3787 - bBusiness Card (Yasmin Arslan) Job#68253/Req#E2688- Cost Center#7000090001;Internal Order#;Business Area#7000;Fund#2308;Grant#	\$30.00		\$30.00
500	DSF Order 3789 -Business Card (Jenny Lai) Job#68254/Req#E2690- Cost Center#7000090001;Internal Order#;Business Area#7000;Fund#2308;Grant#	\$30.00		\$30.00
500	Job#68258/DSF Order 3760 Business Card (Darrell Anderson) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#68259/DSF Order 3762 Business card (Leslie Dixon) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	Job#68260/DSF Order 3764 Business Card (Percy Gaston) - Cost Center#2000060013;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00



Bayside Printing Company, Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61855
Invoice Date	1/31/20
Date Shipped	1/31/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68261

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000070008
Fund 1001

Quantity	Description	Unit Price	UM	Amount
500	Job#68261/DSF Order 3788 Business Card (Jordan Fairchild) - Cost Center#2000070008;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$35.00		\$35.00
500	Job#68262/DSF Order 3792 Business Card (Jene Cash) - Cost Center#2000070008;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$35.00		\$35.00
500	Job#68263/DSF Order 3791 Business Card (Jedediah Greenfield) - Cost Center#2000050005;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	Job#68264/DSF Order 3793 Business Card (Tameka Tennison) - Cost Center#2000070008;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$35.00		\$35.00
500	Job#68265/DSF Order 3794 Business Card (Gary Edison) - Cost Center#2000070008;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$35.00		\$35.00
500	Job#68283/DSF Order 3799 - Business Card (Geoffory Cummings) - Cost Center#2000040023;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
250	Job#68285/DSF Order 3803 - Business Card (Donald Buaku) - Cost Center#2000020016;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
500	Job#68286/DSF Order 3804 - Business Card (Valerie Luna) - Cost Center#2000020017;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$35.00		\$35.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61855
Invoice Date	1/31/20
Date Shipped	1/31/20
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68287

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000010019
Fund 2302

Quantity	Description	Unit Price	UM	Amount
250	Job#68287/DSF Order 3805 - Business Card (Trevon Cooke) - Cost Center#2000010019;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
250	Job#68288/DSF Order 3806 - Business Card (Joan Ruiz) - Cost Center#2000010019;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
250	Job#68289/DSF Order 3807 - Business Card (Norman Robinson) - Cost Center#2000020013;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$32.00		\$32.00
250	Job#68290/DSF Order 3808 - Business Card (Anthony Staples) - Cost Center#2000020006;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$32.00		\$32.00
500	Job#68317/DSF Order 3810 - Business Card (Byron King) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#68318/DSF Order 3811 - Business Card (Misael Benitez) - Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	61855
Invoice Date	1/31/20
Date Shipped	1/31/20
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68318

ity of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000060011
 Fund 2301

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!				Subtotal \$10,126.32
				Sales Tax \$0.00
				Total Due \$10,126.32

Customer Code : 1154
 Invoice Number : 61855
 Invoice Date : 1/31/20
 Invoice Amount : \$10,126.32
 Amount Paid : _____

Remit To:
 Bayside Printing Co., Inc.
 160 Lockhaven Drive
 Houston, TX 77073-5500

Remitter:
 ity of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

61940	1203123056	1203123056	111	DSF Order 3778-Business Card (Derrico Alexander)
61940	1203123058	1203123058	111	DSF Order 3783-Business Card (Jeffrey Halfmann)
61940	1203123057	1203123057	111	DSF Order 3782- Business Card (Brandon Speed)

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	ADM-19A05	03/02/2020	03/02/2020	DSF Order 3778-Business Card (Derrico Alexand...	1203123056	1203123056	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH
32000077-2019	ADM-19A05	03/02/2020	03/02/2020	DSF Order 3783-Business Card (Jeffrey Halfmann)	1203123058	1203123058	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
32000077-2019	ADM-19A05	03/02/2020	03/02/2020	DSF Order 3782- Business Card (Brandon Speed)	1203123057	1203123057	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		30.00	BATCH
												66	90.00	
													90.00	



Job Description
Standard Business Cards - Jeffrey Halfmann
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

JS

Division Manager Email
Jeffrey.Swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

JR

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name

Title

Department
HCDD

Phone

Cell

Fax

Address 1

Address 2

Address 3

Building

Street Address

City, State Zip

Email

Website

Backside

\$30

Out 1/3/20


Submit

FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You **MUST** proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____ Name of Mayor
Aviation Department _____ Mayor

Name _____ Title _____

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address _____

Information for back of card such as additional contact information, mission statement, etc.

Front

Back

Example

1

Choose
QUANTITY

500
 1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

YES NO

3

TYPE the information that
will appear on your card.

**All incomplete orders will
be returned** for processing
the following week.

TYPE all information that will appear on your card. **Please do not modify card design or add additional text lines. Thank you.**

Department Housing and Community Development Department /Disaster Recovery Division

Name Jeffrey Halfmann

Title ~~PA Consultant & Physical Planning~~

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832.394.8844

Fax _____

Cell _____

E-mail jeffrey.halfmann@houston.gov

Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request form** within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:

City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68249
Shipment Number: 36490
Shipment Date: 2/7/20 1:46 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

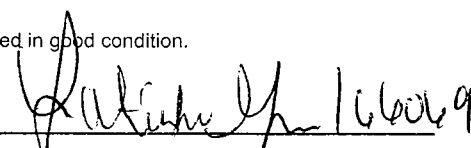
Job Description: **DSF Order 3783 - Business Card (Jeffrey Halfmann)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: 

Date: 2/11/2020

Latisha



Job Description
Standard Business Cards - Brandon Speed
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

[Handwritten Signature]

Funding Information G/L Account # 520515

Cost Center
32 000 3000 2
Example: A38000125-19

SAP Internal Order Number
BD 32000 17-19

SAP Grant Number
32 000 17-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

[Handwritten Initials]

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name	Title	Department HCDD
Phone	Cell	Fax
Address 1	Address 2	Address 3
Building	Street Address	City, State Zip
Email	Website	Backside

\$30


Submit

[Handwritten Signature]
1/10/20

FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You **MUST** proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____ Name of Mayor
Aviation Department Mayor

Name _____ Title _____

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address _____

Front

Information for back of card such as additional contact information, mission statement, etc.

Back

Example

- 1** Choose **QUANTITY**
 500
 1000
- 2** Are you Executive Level, or Pay Grade 30 or above?
 YES NO
- 3** **TYPE** the information that will appear on your card.
All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. **Please do not modify card design or add additional text lines. Thank you.**

Department Housing and Community Development Department /Disaster Recovery Division

Name Brandon Speed

Title ~~Assistant Director~~

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-5211 Fax _____ Cell 832-523-7873

E-mail Brandon.Speed@houstontx.gov Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

▶ Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request** form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68248
Shipment Number: 36489
Shipment Date: 2/7/20 1:46 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3782 - Business Card (Brandon Speed)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:

[Signature]
166069

Date:

2/11/2020



Job Description
Standard Business Cards - Derrico Alexander
Descriptive Name for this Job

Date
1-3-2020

Contact
Bunny Arita
First and Last Name

Email
bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
832-394-6123

Department
HCDD

Division
Disaster Recovery

Section

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

JS

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BD3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

DR

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Black 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions
Standard Business Cards

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name

Title

Department
HCDD

Phone

Cell

Fax

Address 1

Address 2

Address 3

Building

Street Address

City, State Zip

Email

Website

Backside

\$30

DR 1/3/20

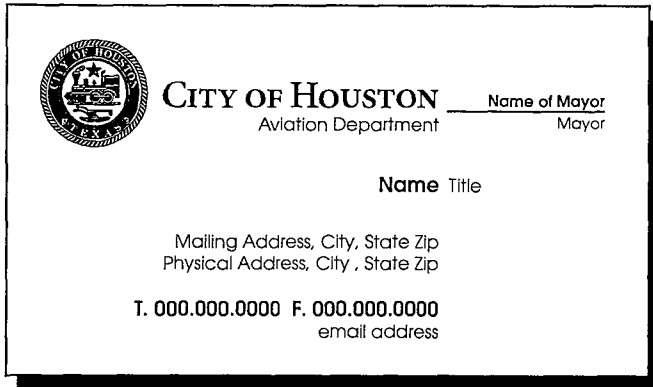
Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 832-394-6500.
To access the Online Print Request click www.baysideprinting.com/printrequest.html

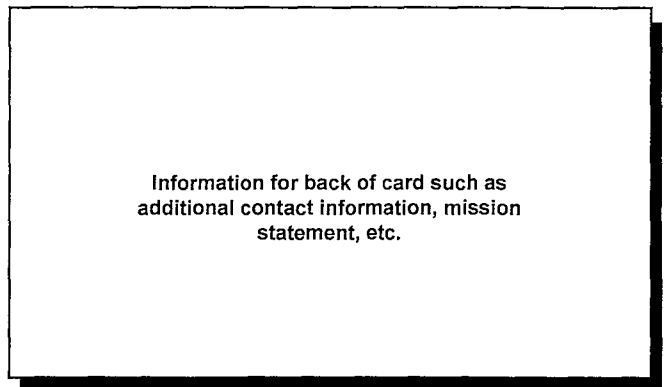
FOR PRINT SHOP USE ONLY

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



Front



Back

Example

1

Choose
QUANTITY

- 500
- 1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

- YES
- NO

3

TYPE the information that
will appear on your card.

**All incomplete orders will
be returned for processing
the following week.**

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing and Community Development Department /Disaster Recovery Division

Name Derrico Alexander

Title ~~Manager~~

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832-394-6368 Fax _____ Cell 346-339-4022

E-mail Derrico.Alexander@houstontx.gov Web site https://recovery.houstontx.gov/

Information for back of card (if applicable) _____

▶ **Please carefully check printed business cards for errors upon receipt.** If there are errors, please submit an example of the incorrect card(s) with a completed **RE-DO Request form** within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68244
Shipment Number: 36485
Shipment Date: 2/7/20 1:35 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3778 - Business Card (Derrico Alexander)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:

Patricia Lopez 166069

Date:

2/11/2020



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	61940
Invoice Date	2/7/20
Date Shipped	2/7/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68093

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1000
 Cost Center 1200040001
 Business Area 1200

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3721 - Business Cards (Richard Galvan) Job#68093/Order#COH101506- Cost Center#1200040001;Internal Order#;Business Area#1200;Fund#1000;Grant#	\$30.00		\$30.00
35	Dec. Quarterly Financial Report with tabs Job#68120/Order#COH101572- Cost Center#6400040001;Internal Order#;Business Area#6400;Fund#1000;Grant#	\$584.94		\$584.94
3,610	Park at Shady Villa Public Notice - 6634-16 Job#68134/Order#COH101513- Cost Center#2000020012;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$738.00		\$738.00
3,610	Park at Shady Villa Public Notice Mailing Job#68135/Order#COH101513 - Cost Center#2000020012;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$685.00		\$685.00
5,430	City Savvy Winter 2019 (12-Page Selfcover) Job#68174/Order#COH101517- Cost Center#8000140001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$6,102.00		\$6,102.00
1,000	Navigator Envelopes (18 versions) Job#68204/Order#COH101518- Cost Center#3800030003;Internal Order#E38000040-20;Business Area#3800;Fund#5000;Grant#38000040-2020	\$1,842.00		\$1,842.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	61940
Invoice Date	2/7/20
Date Shipped	2/7/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68219

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 2423
 Cost Center 3800040005
 Business Area 3800

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3750 - Business Cards (Maria Canencio) Job#68219/Order#COH101524- Cost Center#3800040005;Internal Order#;Business Area#3800;Fund#2423;Grant#	\$30.00		\$30.00
1,000	DSF Order 3751 - Business Cards (Jeff Syptak) Job#68220/Order#COH101525- Cost Center#5000010001;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$40.00		\$40.00
500	DSF Order 3755 - Business Card (Esther Aguilar) Job#68224/Order#COH101530- Cost Center#3800030001;Internal Order#;Business Area#3800;Fund#5010;Grant#	\$30.00		\$30.00
500	DSF Order 3756 - Business Card (Carmelita Gamez) Job#68225/Order#COH101531- Cost Center#3800030001;Internal Order#A38000038-20;Business Area#3800;Fund#5010;Grant#38000038-2020	\$30.00		\$30.00
500 1203123056	Job#68244/DSF Order 3778 - Business Card (Derrico Alexander) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
500 1203123057	Job#68248/DSF Order 3782 - Business Card (Brandon Speed) - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	61940
Invoice Date	2/7/20
Date Shipped	2/7/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68249

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund Internal Order Grant Cost Center Business Area	5030 BD3200077-19 32000077-2019 3200030002 3200
-----------------------------------	---	---

Quantity	Description	Unit Price	UM	Amount
500 1203123058	Job#68249/DSF Order 3783 - Business Card (Jeffrey Halfmann) - Cost Center#3200030002; Internal Order#BD3200077-19; Business Area#3200; Fund#5030; Grant#32000077-2019	\$30.00		\$30.00
1,000	Business Card (2 names @ 500 each) Natural cover Job#68269/Order#COH101546- Cost Center#5500010007; Internal Order#; Business Area#5500; Fund#1000; Grant#	\$200.00		\$200.00
10	4259-09 Project Manual (586 pgs + cover set) Job#68274/Req#204230- Cost Center#2000040009; Internal Order#; Business Area#2000; Fund#8300; Grant#	\$881.00		\$881.00
	Delivery	\$15.00		\$15.00
7	4279-01 Project Manual (412 pgs + cover set) Job#68275/Req#204228- Cost Center#2000040009; Internal Order#; Business Area#2000; Fund#8300; Grant#	\$594.00		\$594.00
	Delivery	\$15.00		\$15.00
500	Business Cards (Joe Gatson) Natural Stock Job#68293/Order#COH101533- Cost Center#5500010018; Internal Order#; Business Area#5500; Fund#1000; Grant#	\$175.00		\$175.00
2,500	Seal Notice Stickers (Fluorescent Orange) Job#68310/Req#212382- Cost Center#6500030003; Internal Order#; Business Area#6500; Fund#1000; Grant#	\$695.00		\$695.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61940
Invoice Date	2/7/20
Date Shipped	2/6/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68310

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
	Delivery	\$15.00		\$15.00
1.500	COH Department Envelopes (#10 Regular) Job#68321/Order#COH101549- Cost Center#1200050005;Internal Order#;Business Area#1200;Fund#1000;Grant#	\$354.00		\$354.00
500	Punch Card (Spanish) Job#68323/Order#COH101557- Cost Center#3800070014;Internal Order#A38000087-19;Business Area#3800;Fund#5000;Grant#38000087-2019	\$174.00		\$174.00
500	DSF Order 3813 - Business Card (Enzo Mungu) Job#68324/Order#COH101550- Cost Center#5100020001;Internal Order#;Business Area#5100;Fund#1000;Grant#	\$35.00		\$35.00
500	DSF Order 3816 - Business Card (Hugo Garcia) Job#68326/Order#COH101553- Cost Center#3600150001;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 3817 - Business Card (Amanda Ramos) Job#68327/Order#COH101554- Cost Center#3600150001;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 3818 - Business Card (Eric Taylor) Job#68328/Order#COH101552- Cost Center#3600150001;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61940
Invoice Date	2/7/20
Date Shipped	2/7/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68329

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	5000
	Internal Order	E38000040-20
	Grant	38000040-2020
	Cost Center	3800030003
	Business Area	3800

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3819 - Business Card (Alma Ortiz) Job#68329/Order#COH101561- Cost Center#3800030003;Internal Order#E38000040-20;Business Area#3800;Fund#5000;Grant#38000040-2020	\$30.00		\$30.00
500	Job#68349/DSF Order 3815 - Business Card (Sandra Sanchez) - Cost Center#2000040021;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	DSF Order 3821 - Business Card (Patricia Alexander) Job#68353/Order#COH101566- Cost Center#3600060001;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 3822 - Business Card (Remo Mazzini) Job#68354/Order#COH101567- Cost Center#500030000;Internal Order#;Business Area#5000;Fund#2429;Grant#	\$35.00		\$35.00
4,500	City Council Business Cards (5 names) Natural Stk Job#68364/Order#COH101543- Cost Center#5500010014;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$315.00		\$315.00
2,000	Gold Foil BC (Sallie Alcorn) Natural Stock Job#68366/Order#COH101571- Cost Center#550001006;Internal Order#;Business Area#5500;Fund#5500;Grant#	\$440.00		\$440.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61940
Invoice Date	2/7/20
Date Shipped	2/5/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68373

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,604	Walkable Places TOD Postcards w/variable data Job#68373/Order#COH101573- Cost Center#7000090001;Internal Order#;Business Area#7000;Fund#2308;Grant#	\$468.00		\$468.00
500	Job#68388/DSF Order 3825 - Business Card (Antonio Gutierrez) - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#68392/DSF Order 3827 - Business Card (Pedro Cervantes) - Cost Center#2000060020;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#68393/DSF Order 3828 - Business Card (Shelby Araujo) - Cost Center#2000060020;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#68394/DSF Order 3830 -Business Card (Ed Monsivais) - Cost Center#2000030011;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
500	Job#68404/DSF Order 3831 - Business Card (Maribel Imamovic) - Cost Center#2000060020;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#68409/DSF Order 3835 - Business Card (Teofilo Rebagay) - Cost Center#2000020006;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$32.00		\$32.00
250	Job#68410/DSF Order 3836 - BCard (Jedediah Greenfield) - Cost Center#2000030003;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	61940
Invoice Date	2/7/20
Date Shipped	2/7/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68425

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	5030
	Internal Order	A50000024-20
	Grant	50000024-2020
	Cost Center	5000010001
	Business Area	5000

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3840 - Business Card (Ciro Jimenez) Job#68425/Order#COH101594- Cost Center#5000010001;Internal Order#A50000024-20;Business Area#5000;Fund#5030;Grant#50000024-2020	\$30.00		\$30.00
250	DSF Order 3841 - Business Card (Chris Lutz) Job#68426/Order#COH101576- Cost Center#6500050003;Internal Order#;Business Area#6500;Fund#1004;Grant#	\$28.00		\$28.00
500	DSF Order 3842 - Business Card (Amber Wright) Job#68427/Order#COH101584- Cost Center#3800050007;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
1,000	DSF Order 3846 - Gold Foil BC (Letitia Plummer) Job#68431/Order#COH101528- Cost Center#5500010013;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$328.60		\$328.60
	Ongoing Shipments of BARC items (January 2020) Job#67869 - Cost Center#6500080086;Internal Order#;Business Area#6500;Fund#2427;Grant#			
10	Shipment request	\$10.00	EA	\$100.00
2	Pallet Storage	\$30.00	EA	\$60.00
	Postage	\$195.26		\$195.26



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	61940
Invoice Date	2/7/20
Date Shipped	
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	67869

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
	Deliveries	\$35.00	EA	\$0.00
Thank you for your business!		Subtotal		\$15,808.80
		Sales Tax		\$0.00
		Total Due		\$15,808.80

Customer Code : 1154
Invoice Number : 61940
Invoice Date : 2/7/20
Invoice Amount : \$15,808.80
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

62112	1203137507	1203137507	120	DSF Order 3999 Business Card (Eugena Freeman)
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Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	HOAP-PRJ-1...	03/24/2020	03/20/2020	DSF Order 3999 Business Card (Eugena Freeman)	1203137507	1203137507	3200030002	BH3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH
												66	30.00	
													30.00	



Job Description
Business Cards — *E. Freeman*
Descriptive Name for this Job

Date
2.25.2020

Contact
Bunny Arita
First and Last Name

Email
Bunny.arita@houstontx.gov
example@houstontx.gov

Phone Number
(832) 394-6123

Department
Housing and Community Development Department
Section

Division
Disaster Recovery Division

Division Manager
Jeffrey Swonke

Division Manager Email
Jeffrey.Swonke@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BH3200077-19 *JK*

SAP Grant Number
3200077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

MW
3/3/2020

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image
1 Sided
Paper

Color
City of Houston Blue
Finishing Instructions

Size
Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Eugena Freeman
Phone
832.394.6426

Title
Administrative Supervisor
Cell

Department
Housing and Community Development
Fax

Address 1
2100 Travis Street 4th Floor
Building

Address 2
Street Address

Address 3
Houston, Texas 77002
City, State Zip

Email
Eugena.Freeman@houstontx.gov

Website
www.houstontx.gov/housing

Backside

Out
3/4/20

Submit

\$30


For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.204.9500.
To access the Online Print Request click www.baysideprinting.com/printrequest.html

FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____
Aviation Department Name of Mayor
Mayor

Name _____ Title

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address

Information for back of card such as
additional contact information, mission
statement, etc.

Front

Back

Example

1

Choose
QUANTITY

500
 1000

2

Are you
Executive Level,
or Pay Grade 30
or above?

YES NO

3

TYPE the information that
will appear on your card.

**All incomplete orders will
be returned for processing
the following week.**

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing and Community Development Department /Disaster Recovery Division

Name Eugena Freeman

Title Administrative Supervisor

Mailing Address P.O. Box 1562, Houston, Texas 77251-1562

Office location (if different than mailing address) 2100 Travis Street 4th Floor Houston, Texas 77002

Phone 832.394.6426 Fax _____ Cell _____

E-mail Eugena.Freeman@houstontx.gov Web site www.houstontx.gov/housing

Information for back of card (if applicable) _____

▶ Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68908
Shipment Number: 37162
Shipment Date: 3/13/20 9:57 AM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3999 Business Card (Eugena Freeman)**
Cost Center#3200030002;Internal Order#BH3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

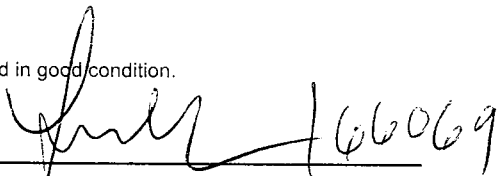
No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:


166069

Date:

3/17/2020



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62112
Invoice Date	3/13/20
Date Shipped	3/13/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68502

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
2,500	HAS Notice of Violation (25 sets/book) Job#68502/Order#COH101564- Cost Center#2800060002;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$1,351.00		\$1,351.00
15,000	HPW Fats, Oil & Grease Postcards Job#68633/Order#COH101657- Cost Center#2000440022;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$2,132.00		\$2,132.00
500	DSF Order 3937 Embossed BC (Alisa Franklin-Brocks) Job#68698/Order#COH101667- Cost Center#8000060001;Internal Order#;Business Area#8000;Fund#1000;Grant#	\$336.90		\$336.90
1,250	Vertical Gold Foil Business Cards (5) Names @ 250 Job#68704/Order#COH101632-36- Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$746.00		\$746.00
	Prepress (Set new + Layout)	\$100.00		\$100.00
12,000	Monthly & Yearly Sticker Numbers (21 & 22) Job#68723/Order#COH101697- Cost Center#2800040028;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$375.00		\$375.00
1,400	COH Certificate (Blue "The City of Houston") Job#68734/Order#COH101670- Cost Center#5000060000;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$830.00		\$830.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62112
Invoice Date	3/13/20
Date Shipped	3/10/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68736

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,200	Proclamation Paper (2/0 Option) Job#68736/Order#COH101658- Cost Center#5000060000;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$1,459.00		\$1,459.00
1,000	Council Member Sadie Alcorn #10 envelope Job#68737/Order#COH101690- Cost Center#5500010014;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$299.00		\$299.00
1,000	HAS Human Capital Mgmt Envelopes (#10 Regular) Job#68739/Order#COH101698- Cost Center#2800060020;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$458.00		\$458.00
3	Sanitary Sewer Plans (Sets of 70 Different Plans) Job#68740/Order#COH101699- Cost Center#2800050004;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$166.00		\$166.00
1	Sanitary Sewer Plans (34 x 22) (1-VERSION) Job#68741/Order#COH101699- Cost Center#2800050004;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$462.00		\$462.00
4	Sewer CSPP Project manual (66pgs + cvr set) Job#68742/Order#101699 - Cost Center#2800050004;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$299.00		\$299.00
4	Sewer Project manual Vol. 1 (830pgs + cvr set) Job#68743/Order#COH101699- Cost Center#2800050004;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$640.00		\$640.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62112
Invoice Date	3/13/20
Date Shipped	3/9/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68754

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
40	Personalized Memo Pads (HoJin Lim) Job#68754/Order#COH101682- Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$176.80		\$176.80
1,300	US-290 @ Hewitt & Berendo Public Notice Job#68760/Order#OH101696- Cost Center#2000020012;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$586.00		\$586.00
1,300	US-290 @ Hewitt & Berendo Public Notice Mailing Job#68761/Order#COH101696 - Cost Center#2000020012;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$445.00		\$445.00
500	Personalized Letterhead (Amy Peck) Job#68764/Order#COH101677 - Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$630.00		\$630.00
500	Thank you Card (Amy Peck) Job#68765/Order#COH101678- Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$588.00		\$588.00
500	Thank you card envelope (A-6) Job#68766/Order#COH101678- Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$156.00		\$156.00
500	Amy Peck District A #10 Envelope Job#68767/Order#COH101684- Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$191.00		\$191.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	62112
Invoice Date	3/13/20
Date Shipped	3/13/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68788

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1000
 Cost Center 3400040001
 Business Area 3400

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3955 Business Card (Mike Lampkin) Job#68788/Order#COH101694- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 3957 Business Card (Jacquina Sowell) Job#68790/Order#COH101683- Cost Center#3400040001;Internal Order#;Business Area#3400;Fund#1000;Grant#	\$30.00		\$30.00
500	Job#68792/DSF Order 3958 Business Card (Jesse Ortiz) - Cost Center#3200030002;Internal Order#C32000043-18;Business Area#3200;Fund#5000;Grant#32000043-2018	\$30.00		\$30.00
50	Frontlines Referral Cards Job#68806/Order#COH101675 - Cost Center#3800070014;Internal Order#A38000087-19;Business Area#3800;Fund#5000;Grant#38000087-2019	\$85.00		\$85.00
8,000	Taxi Short Trip Tickets ABCDE Job#68809/Order#COH101700- Cost Center#2800040028;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$879.00		\$879.00
500	DSF Order 3972 Business Card (Rachelle Honoré) Job#68836/Order#COH101706- Cost Center#3800030005;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00



Bayside Printing Company, Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62112
Invoice Date	3/13/20
Date Shipped	3/9/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68837

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1000
Cost Center 3800030005
Business Area 3800

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3973 Business Card (Jessica Fobbs) Job#68837/Order#COH101707- Cost Center#3800030005;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 3976 Business Card (Oneika Peters) Job#68841/Req#210518- Cost Center#3600020001;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$30.00		\$30.00
4,000	Public Works/Engineering Dept. #10 Window Env Job#68846/Order#COH101711- Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$475.00		\$475.00
250	Job#68869/DSF Order 3980 Business Card (Tinh M. Truong) - Cost Center#2000040007;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
500	Job#68872/DSF Order 3982 Business Card (Jeff Crain) - Cost Center#2000060003;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#68873/DSF Order 3983 Business Card (Adam Lafferty) - Cost Center#2000060006;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#68887/DSF Order 3985 Business Card (Daniel Oefner) - Cost Center#2000040003;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Company, Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62112
Invoice Date	3/13/20
Date Shipped	3/13/20
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68888

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000040001
Fund 8300

Quantity	Description	Unit Price	UM	Amount
250	Job#68888/DSF Order 3986 Business Card (Shannon Dunne) - Cost Center#2000040001;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#68896/DSF Order 3987 Business Card (Stephen Rutledge) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
250	Job#68897/DSF Order 3988 Business Card (Veronica Cirilo) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	Job#68901/DSF Order 3989 Business Card (Misael Benitez) - Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	DSF Order 3993 Business Card (David Fields) Job#68902/Req#E2695- Cost Center#7000010001;Internal Order#;Business Area#7000;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 3994 Business Card (Joi Brooks) Job#68903/Order#COH101732- Cost Center#3800030004;Internal Order#A38000036-20;Business Area#3800;Fund#5000;Grant#38000057-2020	\$30.00		\$30.00
500	DSF Order 3995 Business Card (Patricia Harris) Job#68904/Order#COH101731- Cost Center#9000120001;Internal Order#;Business Area#9000;Fund#1004;Grant#	\$30.00		\$30.00



Bayside Printing Company, Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	62112
Invoice Date	3/13/20
Date Shipped	3/13/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68906

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	9000
	Cost Center	8000130001
	Business Area	8000

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 3997 Business Card (Clausell Stokes) Job#68906/Order#COH101726- Cost Center#8000130001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$30.00		\$30.00
500 1203137507	Job#68908/DSF Order 3999 Business Card (Eugena Freeman) - Cost Center#3200030002;Internal Order#BH3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00
1,000	DSF Order 4000 Business Card (Kevin G. Kirby) Job#68909/Order#COH101723- Cost Center#5000030000;Internal Order#;Business Area#5000;Fund#2429;Grant#	\$50.00		\$50.00
1,000	DSF Order 4004 Gold Foil BC (Shannon Buggs) Job#68915/Order#COH101724- Cost Center#5000010001;Internal Order#A50000013-19;Business Area#5000;Fund#5030;Grant#50000013-2019	\$328.60		\$328.60



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62112
Invoice Date	3/13/20
Date Shipped	3/13/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68915

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	5030
	Internal Order	A50000013-19
	Grant	50000013-2019
	Cost Center	5000010001
	Business Area	5000

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!				
Subtotal				\$14,836.30
Sales Tax				\$0.00
Total Due				<u>\$14,836.30</u>

Customer Code : 1154
 Invoice Number : 62112
 Invoice Date : 3/13/20
 Invoice Amount : \$14,836.30
 Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

62158	1203139348	1203139348	129	DSF Order 3998 Business Card (Floyd Smith)
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Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	*	Trans.cur.	User
32000077-2019	HOAP-19HP60	04/09/2020	04/01/2020	DSF Order 3998 Business Card (Floyd Smith)	1203139348	1203139348	3200030002	A32000077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66		30.00	BATCH
												66	=	30.00	
													=	30.00	



Job Description
Business Cards - *F. Smith*
Descriptive Name for this Job

Date
02/26/2020

Contact
Bunny Arita
First and Last Name

Email
Bunny.Arita@houstontx.org
example@houstontx.gov

Phone Number
832-394-6123

Department
Housing Community Development Department

Division
Finance

Section
Procurement

Division Manager
Ellen Eudy *[Signature]*

Division Manager Email
Ellen.Eudy@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
320030002
Example: A3B000125-19

SAP Internal Order Number
AO 3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

M. Jones
3/3/2020
JK

Job Details

Quantity

How many copies would you like printed?

Standard Business Card

Select a shell for business card orders

Standard Memo Pads

Select quantity (100 sheets per pad)

Image

Color

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Floyd Smith

Title
Division Manager

Department
Housing Community Development

Phone
832-394-6133

Cell

Fax

Address 1

Address 2
2100 Travis, 9th Floor
Street Address

Address 3
Houston, Texas 77002
City, State Zip

Building

Website

Backside

Email
Floyd.Smith2@houstontx.gov *A30*

Out
3/4/20

Submit


For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.409.9500.
To access the Online Print Request click www.baysideprinting.com/printrequest.html

FOR PRINT SHOP USE ONLY

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
REPRODUCTION

Business Card Order Form – STANDARD

Please print and attach this completed form with a properly filled-out print request and submit them to the Copy Center. You MUST proofread your typing before submitting this order. Fixing all errors or making changes will incur additional cost.



CITY OF HOUSTON _____ Name of Mayor
Aviation Department _____ Mayor

Name Title

Mailing Address, City, State Zip
Physical Address, City, State Zip

T. 000.000.0000 F. 000.000.0000
email address

Information for back of card such as additional contact information, mission statement, etc.

Front

Back

Example

1

Choose QUANTITY

500

1000

2

Are you Executive Level, or Pay Grade 30 or above?

YES NO

3

TYPE the information that will appear on your card.

All incomplete orders will be returned for processing the following week.

TYPE all information that will appear on your card. Please do not modify card design or add additional text lines. Thank you.

Department Housing Community Development Department

Name Floyd Smith

Title Division Manager

Mailing Address 2100 Travis, 9th Floor

Houston, Texas 77002

Office location (if different than mailing address) _____

Phone 832-394-6133 Fax _____ Cell _____

E-mail Floyd.Smith2@houston.tx.org Web site _____

Information for back of card (if applicable) _____

▶ Please carefully check printed business cards for errors upon receipt. If there are errors, please submit an example of the incorrect card(s) with a completed RE-DO Request form within 30 days.



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68907
Shipment Number: 37161
Shipment Date: 3/20/20 1:23 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3998 Business Card (Floyd Smith)**
Cost Center#3200030002;Internal Order#A03200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card
		500	Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

168180

RECEIVED:

By: *[Signature]*

Date: 3/24/20



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:

City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154

Job Number: 68907

Shipment Number: 37161

Shipment Date: 3/20/20 1:23 PM

Ship Via: Local Delivery - Bayside

Customer PO :

Salesperson: David Solis

CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3998 Business Card (Floyd Smith)**
Cost Center#3200030002;Internal Order#A03200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

168180

RECEIVED:

By: *[Signature]*

Date: 3/24/20



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:

City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154

Job Number: 68907

Shipment Number: 37161

Shipment Date: 3/20/20 1:23 PM

Ship Via: Local Delivery - Bayside

Customer PO :

Salesperson: David Solis

CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3998 Business Card (Floyd Smith)**
Cost Center#3200030002;Internal Order#A03200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: [Signature]

Date: 3/24/20



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: 1154
Job Number: 68907
Shipment Number: 37161
Shipment Date: 3/20/20 1:23 PM
Ship Via: Local Delivery - Bayside
Customer PO :
Salesperson: David Solis
CSR: Sherri Tyndall

Notes:

Job Description: **DSF Order 3998 Business Card (Floyd Smith)**
Cost Center#3200030002;Internal Order#A03200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: _____

Date: _____



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62158
Invoice Date	3/20/20
Date Shipped	3/17/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68643

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,500	Lake Houston Wilderness Park Booklet (32 PG SC) Job#68643/Order#COH101661- Cost Center#3600130021;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$2,999.00		\$2,999.00
	Delivery	\$15.00		\$15.00
5,000	Violation Notice Signs (2) Versions Job#68796/Order#COH101712- Cost Center#1100020001;Internal Order#;Business Area#1100;Fund#1000;Grant#	\$9,829.00		\$9,829.00
	Delivery	\$15.00		\$15.00
500	Certificate of Appreciation Folder Job#68810/Order#COH101686- Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$963.00		\$963.00
500	Certificate of Appreciation (Gold foil) Job#68811/Order#COH101685- Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$610.00		\$610.00
2,000	Flyers (2 versions) Job#68844/Order#COH101716- Cost Center#3800030005;Internal Order#A38000107-20;Business Area#3800;Fund#5030;Grant#38000107-2020	\$674.00		\$674.00
500	First Grade Stationary Engineer Form Job#68855/Order#COH101709- Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$220.00		\$220.00



Bayside Printing Co., Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62158
Invoice Date	3/20/20
Date Shipped	3/16/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68856

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	second Grade Stationary Engineer Form Job#68856/Order#COH101714- Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$220.00		\$220.00
500	third Grade Stationary Engineer Form Job#68858/Order#COH101708- Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$220.00		\$220.00
5,000	HPW #10 Window Envelope Job#68859/Order#COH101715- Cost Center#2000060023;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$503.00		\$503.00
2,500	Dept. of HPW Custom Window #10 Envelopes Job#68860/Order#COH101713- Cost Center#2000100007;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$773.00		\$773.00
10	Personalized Memo Pads (Kevin Kirby) Job#68861/Order#COH101717- Cost Center#5000030000;Internal Order#;Business Area#2000;Fund#2429;Grant#	\$50.20		\$50.20
1,250	Public Charge tri-fold Job#68875/Order#COH101688- Cost Center#3800020009;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$835.00		\$835.00
500	#10 envelope (Dr. Carolyn Evans-Shabazz) Job#68876/Order#COH101722- Cost Center#5500010004;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$236.00		\$236.00



Bayside Printing Co., Inc
 160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	62158
Invoice Date	3/20/20
Date Shipped	3/18/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68878

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	COH Certificate (8.5 x 11) Job#68878/Order#COH101719- Cost Center#5500010004;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$624.00		\$624.00
500	Legal Certificate Folders Job#68879/Order#COH101720- Cost Center#5500010004;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$1,575.00		\$1,575.00
1,000	Flyers (4 versions) Job#68894/Order#COH101734- Cost Center#3800010005;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$1,602.00		\$1,602.00
	Delivery	\$15.00		\$15.00
10,000	COVID-19 Flyers (2) Versions Job#68895/Order#COH101734- Cost Center#3800010005;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$1,827.00		\$1,827.00
	Delivery	\$15.00		\$15.00
500	DSF Order 3996 Business Card (Jennifer Iglehart) Job#68905/Order#COH101725- Cost Center#8000130001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$30.00		\$30.00
500	Job#68907/DSF Order 3998 Business Card (Floyd Smith) - Cost Center#3200030002;Internal Order#A03200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00

1203139348

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	62158
Invoice Date	3/20/20
Date Shipped	3/16/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68912

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
5,000	Dept of Health & Human Services #10 Standard Env Job#68912/Order#COH101718- Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$685.00		\$685.00
25,000	BARC Window Envelopes Job#68921/Order#COH101735- Cost Center#6500080086;Internal Order#;Business Area#6500;Fund#2427;Grant#	\$1,566.00		\$1,566.00
	Delivery	\$15.00		\$15.00
5,000	Public Health Educator Flyers (5 versions) Job#68922/Order#COH101728- Cost Center#3800040002:Internal Order#A38000125-20;Business Area#3800;Fund#5000;Grant#38000125-2020	\$1,490.00		\$1,490.00
2,000	Lead safe cleaning tips (2) Versions of (4-Pagers) Job#68923/Order#COH101728- Cost Center#3800040002:Internal Order#A38000125-20;Business Area#3800;Fund#5000;Grant#38000125-2020	\$691.00		\$691.00
500	Gold foil Business cards (Alexander Obregon) Job#68924/Order#COH101733- Cost Center#6000050001:Internal Order#;Business Area#6000;Fund#1000;Grant#	\$420.00		\$420.00
500	Controllor Business Cards (Rasheed Warsame) Job#68926/Order#COH101705- Cost Center#6000050001;Internal Order#;Business Area#6000;Fund#1000;Grant#	\$136.00		\$136.00
1,000	Job#68932/DSF Order 4007 Business Card (Liliana Rambo) - Cost Center#2800040005;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$139.10		\$139.10



Bayside Printing Co., Inc.

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Fax: (281) 209-9569

INVOICE

Invoice #	62158
Invoice Date	3/20/20
Date Shipped	3/20/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68933

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center Fund 2800020002 8001

Quantity	Description	Unit Price	UM	Amount
500	Job#68933/DSF Order 4008 Business Card (Lindsay Hook) - Cost Center#2800020002;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$103.05		\$103.05
500	Job#68934/DSF Order 4009 Business Card (Yvette Brown) - Cost Center#2800020014;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$103.05		\$103.05
500	Job#68935/DSF Order 4001 Business card (Fausto Ventura) - Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
250	Job#68936/DSF Order 4002 BCard (Shameka Barnaba-Laday) - Cost Center#2000060001;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
1,000	Job#68941/DSF Order 4010 Business Card (Paul Loll) - Cost Center#2800020004;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$40.00		\$40.00
500	Job#68942/DSF Order 4011 Business Card (Bryce Allison) - Cost Center#2800040010;Internal order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00
500	Infection Control-ICO 1150 (3-Part NCR) Job#68943/Order#COH101750- Cost Center#1200030003;Internal Order#;Business Area#1200;Fund#1000;Grant#	\$455.71		\$455.71
200	Diabetes Tri-fold brochure Job#68945/Order#COH101749- Cost Center#3800070002;Internal Order#;Business Area#3800;Fund#2002;Grant#	\$477.00		\$477.00



Bayside Printing Co., Inc.

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Fax: (281) 209-9569

INVOICE

Invoice #	62158
Invoice Date	3/20/20
Date Shipped	3/20/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68949

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000040015
Fund 8300

Quantity	Description	Unit Price	UM	Amount
250	Job#68949/DSF Order 4012 Business Card (Elvia Bazan Moreno) - Cost Center#2000040015;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
50	Roll Call Vote Pads (50 sheets/pad) Job#68953/Order#COH101747- Cost Center#5000010001;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$244.00		\$244.00
1,000	DSF Order 4015 Embossed BCard (Modeane Walker) Job#68956/Order#COH101738- Cost Center#8000310001;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$505.80		\$505.80
500	DSF Order 4017 BCard (Maria Alicia Martinez) Job#68958/Order#COH101742- Cost Center#8000310001;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$30.00		\$30.00
500	DSF Order 4018 Business Card (Ruth Izaguirre) Job#68959/Order#COH101741- Cost Center#8000310001;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$30.00		\$30.00
500	DSF Order 4019 Business Card (Samantha Barnes) Job#68960/Order#COH101740- Cost Center#8000310001;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc.

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Fax: (281) 209-9569

INVOICE

Invoice #	62158
Invoice Date	3/20/20
Date Shipped	3/20/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68961

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	1002
	Cost Center	8000310001
	Business Area	8000

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 4020 Business Card (Sheree McCarty) Job#68961/Order#COH101739- Cost Center#8000310001;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$30.00		\$30.00
500	DSF Order 4021 Business Card (Bob Johnson) Job#68962/Order#COH101737- Cost Center#8000050001;Internal Order#;Business Area#8000;Fund#1000;Grant#	\$336.90		\$336.90
1,000	DSF Order 4022 Gold Foil BC (William-Paul Thomas) Job#68967/Order#COH101745- Cost Center#5000010001;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$328.60		\$328.60
500	Job#68973/DSF Order 4023 Business Card (Fabio Capillo) - Cost Center#2000020004;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$35.00		\$35.00



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62158
Invoice Date	3/20/20
Date Shipped	3/20/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	68973

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000020004
Fund 2310

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!				
		Subtotal		\$31,900.41
		Sales Tax		\$0.00
		Total Due		\$31,900.41

Customer Code : 1154
Invoice Number : 62158
Invoice Date : 3/20/20
Invoice Amount : \$31,900.41
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

62280	1203151101	1203151101	138	DSF Order 4034 Business Card (Ashton Perez)
62280	1203151102	1203151102	138	Personalized Memo Pads (Sherri Patterson) <i>business cards</i>

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	z	Trans.cur.	User
32000077-2019	HOAP-PRJ-1...	04/22/2020	04/21/2020	Personalized Memo Pads (Sherri Patterson)	1203151102	1203151102	3200030002	BH3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66		50.20	BATCH
32000077-2019	HOAP-PRJ-1...	04/22/2020	04/21/2020	DSF Order 4034 Business Card (Ashton Perez)	1203151101	1203151101	3200030002	BH3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II			35.00	BATCH
												66		85.20	
														85.20	



Bayside Printing Co., Inc

160 Lockhaven Drive
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Fax: (281) 209-9569

INVOICE

Invoice #	62280
Invoice Date	4/17/20
Date Shipped	4/13/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69012

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 9000
Cost Center 8000150001
Business Area 8000

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 4030 Business Card (Melissa Saxton) Job#69012/Order#COH101762- Cost Center#8000150001;Internal Order#;Business Area#8000;Fund#9000;Grant#	\$30.00		\$30.00
500	DSF Order 4031 Business Card (Gary Lee) Job#69024/Order#COH101764- Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
250	Job#69035/DSF Order 4032 Business Card (Cheryl Daniels) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500 1203151101	Job#69046/DSF Order 4034 Business Card (Ashton Perez) - Cost Center#3200030002;Internal Order#;Business Area#3200;Fund#5030;Grant#	\$35.00		\$35.00
1,000	Daily Construction Report (3pt NCR) Job#69048/Order#COH101771- Cost Center#2000040023;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$518.00		\$518.00
	Graphic charges	\$20.00		\$20.00
250	Job#69061/DSF Order 4035 BC (Maria Cristela Vera Flores) - Cost Center#2000010019;Internal Order#;Business Area#2000;Fund#2302;Grant#	\$32.00		\$32.00
250	Job#69082/DSF Order 4037 Business Card (Ruth Gonzales) - Cost Center#2000030003;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc

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Fax: (281) 209-9569

INVOICE

Invoice #	62280
Invoice Date	4/17/20
Date Shipped	4/13/20
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69084

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000070002
Fund 1001

Quantity	Description	Unit Price	UM	Amount
250	Job#69084/DSF Order 4040 Business Card (Shakirudeen Giwa) - Cost Center#2000070002;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#69084/DSF Order 4040 Business Card (ram Chakradhar) - Cost Center#2000070002;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#69084/DSF Order 4040 Business Card (Raghad H. Alhajj) - Cost Center#2000070002;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#69084/DSF Order 4040 Business Card (Azhar Patankar) - Cost Center#2000070002;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#69084/DSF Order 4040 Business Card (Alireza (Ali) Behzadi) - Cost Center#2000070002;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$32.00		\$32.00
250	Job#69085/DSF Order 4039 Business Card (Manuel Moncholi) - Cost Center#2000040005;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	HFD Business Cards (Michael T. Huie) Job#69096/Order#COH101736- Cost Center#1200060006;Internal Order#;Business Area#1200;Fund#1000;Grant#	\$28.00		\$28.00



Bayside Printing Co., Inc

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Fax: (281) 209-9569

INVOICE

Invoice #	62280
Invoice Date	4/17/20
Date Shipped	4/16/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69097

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	Certificate Folder (Gold City seal & Border) Job#69097/Order#COH101668- Cost Center#5000060000;Internal Order#;Business Area#5000;Fund#1000;Grant#	\$1,105.00		\$1,105.00
40	Personalized Memo Pads (Amy Peck) Job#69103/Order#COH101637- Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$176.80		\$176.80
10,000	BARC Rabies Vaccination Certificate (3pt ncr) Job#69106/Order#COH101777 - Cost Center#6500080086;Internal Order#;Business Area#6500;Fund#2427;Grant#	\$1,730.00		\$1,730.00
250	DSF Order 4041 Business Card (Tjasia Roach) Job#69111/Order#COH101768- Cost Center#3600090003;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$28.00		\$28.00
500	DSF Order 4042 Business Card (Kene Chinweze) Job#69112/Order#COH101783- Cost Center#9000060001;Internal Order#;Business Area#9000;Fund#1000;Grant#	\$30.00		\$30.00
250	DSF Order 4043 BCard (Latorya (Tori) Williams) Job#69113/Order#COH101786- Cost Center#3800050007;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$28.00		\$28.00
500	Job#69116/DSF Order 4044 Business Card (Mark Stanton) - Cost Center#2800040028;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc

160 Lockhaven Drive
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Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62280
Invoice Date	4/17/20
Date Shipped	4/13/20
Ship Via	Local Delivery ays
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69117

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2800040020
Fund 8001

Quantity	Description	Unit Price	UM	Amount
500	Job#69117/DSF Order 4045 Business Card (W. Robert Bohan) - Cost Center#2800040020;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00
11,000	Daily Meal Count Sheets Padded in 50's Job#69121/Order#COH101640- Cost Center#3600090001;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$1,872.00		\$1,872.00
450	Site Supervisor Training Signature Sheet Job#69122/Order#COH101639- Cost Center#3600090001;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$254.00		\$254.00
950	Program Administration Manual (32pg + Cover) Job#69123/Order#COH101638- Cost Center#3600090001;Internal Order#;Business Area#3600;Fund#1000;Grant#	\$2,243.00		\$2,243.00
500	Byron King Note Cards Job#69126/Order#COH101681 - Cost Center#2000060004;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$197.00		\$197.00
500	Bruce Lambright Note Cards Job#69127/Order#COH101693- Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$197.00		\$197.00
10	Personalized Memo Pads (Sherri Patterson) Job#69130/Order#COH101769- Cost Center#3200030002;Internal Order#;Business Area#3200;Fund#5030;Grant#	\$50.20		\$50.20

1203151102



Bayside Printing Co., Inc.

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Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62280
Invoice Date	4/17/20
Date Shipped	4/17/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69138

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code:	Fund	1000
	Cost Center	3800050007
	Business Area	3800

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 4046 Business Card (Dr. Rachel Rivera) Job#69138/Order#COH101790- Cost Center#3800050007;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
4	Hiring Banner Job#69147/Order#COH101789- Cost Center#2100010001;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$456.00		\$456.00
500	DSF Order 4049 Business Card (Raymond Caballero) Job#69149/Order#COH101792- Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
250	Job#69167/DSF Order 4051 Business Card (Prentiss Watkins) - Cost Center#2000040015;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#69168/DSF Order 4050 Business Card (Johnny Ramirez) - Cost Center#2000040015;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
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Fax: (281) 209-9569

INVOICE

Invoice #	62280
Invoice Date	4/17/20
Date Shipped	4/17/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69168

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000040015
Fund 8300

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!				
		Subtotal		\$9,500.00
		Sales Tax 8.25%		\$0.00
		Total Due		\$9,500.00

Customer Code : 1154
Invoice Number : 62280
Invoice Date : 4/17/20
Invoice Amount : \$9,500.00
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

62452	1203165977	1203165977	145	Housing BRM Envelope (#9)	business card
62452	1203166000	1203166000	145	DSF Order 4141 Business Card (Dalemichael Dollete)	
62452	1203166002	1203166002	145	DSF Order 4143 Business Card (Joshua Thomas)	
62452	1203166001	1203166001	145	DSF Order 4142 Business Card (Arnold Cotton)	

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User	
32000077-2019	ADM-19A05	06/17/2020	06/17/2020	Housing BRM Envelope (#9)	1203165977	1203165977	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	535.00	BATCH	
32000077-2019	ADM-19A05	06/17/2020	06/17/2020	DSF Order 4141 Business Card (Dalemichael Dol...	1203166000	1203166000	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		35.00	BATCH	
32000077-2019	ADM-19A05	06/17/2020	06/17/2020	DSF Order 4143 Business Card (Joshua Thomas)	1203166002	1203166002	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		35.00	BATCH	
32000077-2019	ADM-19A05	06/17/2020	06/17/2020	DSF Order 4142 Business Card (Arnold Cotton)	1203166001	1203166001	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		35.00	BATCH	
												66	▪	640.00	
													▪▪	640.00	



PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,0000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required.

*** Required Fields [must be completed]**


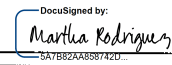

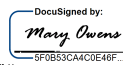
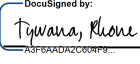
Description of Purchase *	Pre-Paid Envelopes	HCDD Division: *	Disaster Recovery
Deadline Date of Request: *	6/3/2020	Purchase Type: *	Office Supplies
Requester Name: *	Cooper, Kathryn - HCD	Created:	6/3/2020
Requester Phone Number: *	281.906-5124		

Brief Description of Scope of Work for Goods/Services:

Postage paid envelope for mail out of DR information

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030 Funding Source: CDBG DR-2017 Cost Center: 3200030002 G/L Account: 511050 Business Area: 3200 Internal Order: BH3200077-19 BFY: FY2020 Grant: 32000077-2019 Funds Reservation: Funds Approval Mgr:	Status: Pending Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount: Procurement Staff Priority: Notify Department: Notify Department:
Justification of Need for Goods/Services office supplies	Procurement Notes:

Requestors Signature: Date: 6/4/2020 	Supervising Manager (Purchase under \$5,000) Manager: 6/4/2020 Date: 
Buyer's Signature: Date: 6/4/2020 	Funds Approval Signature: Date: 6/4/2020 
Procurement DPU Signature: Date: 6/4/2020 	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: Date	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569
<http://www.baysideprinting.com/>

To:
City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Date 5/28/20
Salesperson David Solis
Estimator Request

Dear Clarence Moton

We would like to thank you for your time and consideration in regards to this quotation. Included is the detailed product specifications and prices. The quotation is confidential and is intended solely for the use of the addressee(s) named above.


Below Is Your Detailed Production Specifications for this Request

Description	Housing BRM Envelope (#9)		
Size	Final Size : 3.875 x 8.875		
Paper	24.0 lb White Envelope Standard #9 8 7/8 x 3 7/8		
Ink	1/0		
Provided	PDF - CTP 1 Color		
Prepress	Page Imposition, Proof Bizhub, Typesetting		
Shipping	Local Delivery Our Truck		
Prices	Quantity	Qty Desc	Prices
	5,000		\$535.00
Schedule	Delivery dates are based upon proof approval.		

Sincerely,

Upon acceptance please indicate the quantity required

Quoted By: David Solis **Sign:** _____ **Date:** _____

Accepted By: Clarence Moton **Sign:**  _____ **Date:** 6/4/2020

Thank you for the opportunity to earn your business! All of our quotes are based on a physical inspection of your originals and are valid for up to 60 days unless otherwise specified. Prices will be reviewed once mailing pieces and mailing lists have been finalized. A 5% surcharge will be applied to all postage payments made with a credit card and all estimated postage payments are due prior to the mailing of your piece. Bayside Printing is not responsible for inaccuracies in client or compiled databases or liable for Post Office performance or delays. Bayside cannot guarantee the results of any direct mail campaign.



Bayside Printing Company, Inc

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	62452
Invoice Date	6/12/20
Date Shipped	6/8/20
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69387

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2800010002
Fund 8001

Quantity	Description	Unit Price	UM	Amount
500	Job#69387/DSF Order 4115 HAS Gold Foil BC (Travis Hallum) - Cost Center#2800010002;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$103.05		\$103.05
5,000 1203165977	Housing BRM Envelope (#9) Job#69390/Order#COH101914- Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#	\$535.00		\$535.00
16	Truck Decals (2 versions) Job#69414/Order#COH101893 - Cost Center#2100010001;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$3,300.00		\$3,300.00
85	Container Stickers Job#69417/Order#COH101785 - Cost Center#2100090004;Internal Order#;Business Area#2100;Fund#2305;Grant#	\$1,089.00		\$1,089.00
5,000	Vertical Gold Foil Business Cards (5) Names @ 1000 Job#69442/Order#COH101901, 101903, 101905, 101906, 101907- Cost Center#5500010001;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$721.00		\$721.00
500	DSF Order 4128 Business Card (Na'Shon Edwards) Job#69449/Order#COH101912- Cost Center#5500010006;Internal Order#;Business Area#5500;Fund#5500;Grant#	\$30.00		\$30.00
500	Job#69453/DSF Order 4125 Business Card (Roy Sanchez) - Cost Center#2000060003;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00



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Fax: (281) 209-9569

INVOICE

Invoice #	62452
Invoice Date	6/12/20
Date Shipped	6/12/20
Ship Via	Local Delivery aysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69454

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000060014
Fund 2301

Quantity	Description	Unit Price	UM	Amount
250	Job#69454/DSF Order 4126 Business Card (Robin Echavarria) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
2,000	Council Member Gold Foil BC (Mike Knox) Job#69456/Order#COH101913- Cost Center#5500010010;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$586.00		\$586.00
100	2019 CCR Water Quality Report (16pg sc) Job#69457/Order#COH101911- Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$400.00		\$400.00
10,000	PD Envelopes Standard Window #10 Job#69461/Order#COH101918- Cost Center#7000090001;Internal Order#;Business Area#7000;Fund#2308;Grant#	\$777.00		\$777.00
250	Job#69462/DSF Order 4131 BCard (Crashenda (Shay) Baylor) - Cost Center#2000060027;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	DSF Order 4132 Business Card (Ryan McCoy) Job#69463/Order#COH101916- Cost Center#1200040001;Internal Order#;Business Area#1200;Fund#1000;Grant#	\$30.00		\$30.00
500	DSF Order 4133 Business Card (Carl Gooden) Job#69464/Order#COH101917- Cost Center#1200040001;Internal Order#;Business Area#1200;Fund#1000;Grant#	\$30.00		\$30.00



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INVOICE

Invoice #	62452
Invoice Date	6/12/20
Date Shipped	6/12/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69465

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1011
 Cost Center 8000100001
 Business Area 8000

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 4134 Business Card (Darren Evans) Job#69465/Order#COH101915- Cost Center#8000100001;Internal Order#;Business Area#8000;Fund#1011;Grant#	\$30.00		\$30.00
350	Padfolio (folder with notepad) (50 sheets) Job#69467/Order#COH101924- Cost Center#8000210005;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$2,995.00		\$2,995.00
500	DSF Order 4137 Business Card (Ginger Cooper) Job#69477/Order#COH101921- Cost Center#8000210005;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$30.00		\$30.00
500	DSF Order 4138 Business Card (Donna Forestier) Job#69478/Order#COH101920- Cost Center#8000210005;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$30.00		\$30.00
500	Job#69479/DSF Order 4139 Business Card (Christian Bessey) - Cost Center#3200030002;Internal Order#F32000043-20;Business Area#3200;Fund#5000;Grant#32000043-2020	\$30.00		\$30.00
1,000	DSF Order 4140 Business Card (Ryan Elkins) Job#69480/Order#COH101923- Cost Center#6400010001;Internal Order#;Business Area#6400;Fund#1000;Grant#	\$40.00		\$40.00



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INVOICE

Invoice #	62452
Invoice Date	6/12/20
Date Shipped	6/12/20
Ship Via	Local Delivery Bayside
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69482

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 3200030002
Fund 5030

Quantity	Description	Unit Price	UM	Amount
500 1203166000	Job#69482/DSF Order 4141 Business Card (Dalemichael Dollete) - Cost Center#3200030002;Internal Order#;Business Area#3200;Fund#5030;Grant#	\$35.00		\$35.00
500 1203166001	Job#69483/DSF Order 4142 Business Card (Arnold Cotton) - Cost Center#3200030002;Internal Order#;Business Area#3200;Fund#5030;Grant#	\$35.00		\$35.00
500 1203166002	Job#69484/DSF Order 4143 Business Card (Joshua Thomas) - Cost Center#3200030002;Internal Order#;Business Area#3200;Fund#5030;Grant#	\$35.00		\$35.00
250	Job#69485/DSF Order 4144 Business Card (Norma Rubalcava) - Cost Center#2000060004;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
300	Job#69488/Guide for Section 3 (Spanish) Tri-fold - Cost Center#3200030002;Internal Order#F32000043-20;Business Area#3200;Fund#5000;Grant#32000043-2020	\$307.00		\$307.00
2	COVID-19 Posters (2 versions) Job#69546/Order#COH101948 - Cost Center#3800010005;Internal Order#C64000009-20;Business Area#3800;Fund#5307;Grant#64000009-2020	\$175.00		\$175.00



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INVOICE

Invoice #	62452
Invoice Date	6/12/20
Date Shipped	6/12/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	69546

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!		Subtotal		\$11,474.05
		Sales Tax		\$0.00
		Total Due		\$11,474.05

Customer Code : 1154
Invoice Number : 62452
Invoice Date : 6/12/20
Invoice Amount : \$11,474.05
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

62527	1203177727	1203177727	151	Personalized Memo Pads (DaleMichael Dollete)
62527	1203177729	1203177729	151	Personalized Memo Pads (Arnold Cotton)
62527	1203177728	1203177728	151	Personalized Memo Pads (Joshua Thomas)

Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	ADM-19A05	07/01/2020	06/19/2020	Personalized Memo Pads (DaleMichael Dollete)	1203177727	1203177727	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	50.20	BATCH
32000077-2019	ADM-19A05	07/01/2020	06/19/2020	Personalized Memo Pads (Arnold Cotton)	1203177729	1203177729	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		50.20	BATCH
32000077-2019	ADM-19A05	07/01/2020	06/19/2020	Personalized Memo Pads (Joshua Thomas)	1203177728	1203177728	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II		50.20	BATCH
												66	150.60	
													150.60	



Bayside Printing Company, Inc

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INVOICE

Invoice #	62527
Invoice Date	6/15/20
Date Shipped	6/17/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	69423

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
2,500	COVID-19 Symptoms (English) - Cost Center#3800030003;Internal Order#E38000040-20;Business Area#3800;Fund#5000;Grant#38000040-2020	\$5,725.00		\$5,725.00
1,000	Stop The Spread of COVID-19 Posters (Spanish) - Cost Center#3800030003;Internal Order#E38000040-20;Business Area#3800;Fund#5000;Grant#38000040-2020	\$2,885.00		\$2,885.00
1,000	COVID-19 Symptoms Posters (Spanish) - Cost Center#3800030003;Internal Order#E38000040-20;Business Area#3800;Fund#5000;Grant#38000040-2020	\$2,885.00		\$2,885.00
2,000	Stop The Spread of COVID-19 Posters (English) - Cost Center#3800030003;Internal Order#E38000040-20;Business Area#3800;Fund#5000;Grant#38000040-2020	\$5,228.00		\$5,228.00
50	Ice/Water Machine Magnet (4 x 6) - Cost Center#2000050006;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$327.00		\$327.00
1,000	Fluorescent Red "Notice" Labels - Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$240.00		\$240.00
250	Houston Public Works Business Card : DSF Order 4148 Business Card (Tony Ly) - Cost Center#2000040012;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
10	Personalized Memo Pads (Oswald Scott) - Cost Center#1600070001;Internal Order#;Business Area#1600;Fund#1000;Grant#	\$50.20		\$50.20



Bayside Printing Co., Inc

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INVOICE

Invoice #	62527
Invoice Date	6/15/20
Date Shipped	6/16/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	69513

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
10	Personalized Memo Pads (Polly Gilligan) - Cost Center#1600070001;Internal Order#;Business Area#1600;Fund#1000;Grant#	\$50.20		\$50.20
10	Personalized Memo Pads (Meg Oswald) - Cost Center#1600070001;Internal Order#;Business Area#1600;Fund#1000;Grant#	\$50.20		\$50.20
500	City of Houston Business Card 1 Sided : DSF Order 4149 Business Card (Victor McDaniel) - Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
500	City of Houston Business Card 1 Sided : DSF Order 4151 BCard (Sandra Cadena-Vasquez) - Cost Center#8000210005;Internal Order#;Business Area#8000;Fund#1002;Grant#	\$30.00		\$30.00
500	City of Houston Business Card 1 Sided : DSF Order 4152 Business Card (Tomeji Miller) - Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$30.00		\$30.00
250	Houston Public Works Business Card : DSF Order 4150 Business Card (J.A. Ortiz) - Cost Center#2000060014;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$32.00		\$32.00
500	Houston Public Works Business Card : DSF Order 4153 Mark Johnson - Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00



Bayside Printing Co., Inc

16 Lockhaven Drive
Houston, TX 77073-5500
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Fax: (281) 209-9569

INVOICE

Invoice #	62527
Invoice Date	6/15/20
Date Shipped	6/19/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	69521

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 200 60011
Fund 2301

Quantity	Description	Unit Price	UM	Amount
500	Houston Public Works Business Card : DSF Order 4153 Walter Robinett - Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Houston Public Works Business Card : DSF Order 4154 Business Card (Defani Smith) - Cost Center#2000060013;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Houston Public Works Business Card : DSF Order 4155 Business Card (Lai'Ana Gill) - Cost Center#2000010002;Internal Order#;Business Area#2000;Fund#2310;Grant#	\$35.00		\$35.00
500	City of Houston Business Card 1 Sided : DSF Order 4156 Business Card (Polly Gilligan) - Cost Center#1600070001;Internal Order#;Business Area#1600;Fund#1000;Grant#	\$30.00		\$30.00
500	City of Houston Business Card 1 Sided : DSF Order 4158 Business Card (Oswald J. Scott) - Cost Center#1600070001;Internal Order#;Business Area#1600;Fund#1000;Grant#	\$30.00		\$30.00
500	City of Houston Business Card 1 Sided : DSF Order 4159 Business Card (Meg Oswald) - Cost Center#1600070001;Internal Order#;Business Area#1600;Fund#1000;Grant#	\$30.00		\$30.00



Bayside Printing Co., Inc

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Fax: (281) 209-9569

INVOICE

Invoice #	62527
Invoice Date	6/15/20
Date Shipped	6/19/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	69527

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Fund 1004
Cost Center 9000120001
Business Area 9000

Quantity	Description	Unit Price	UM	Amount
500	City of Houston Business Card 1 Sided : DSF Order 4161 Business Card (Kelly A. Dempsey) - Cost Center#9000120001;Internal Order#;Business Area#9000;Fund#1004;Grant#	\$30.00		\$30.00
500	Houston Public Works Business Card : DSF Order 4157 Marco Villarreal Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Houston Public Works Business Card : DSF Order 4157 Claudia Prindle Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Houston Public Works Business Card : DSF Order 4157 Marisa Ayala Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Houston Public Works Business Card : DSF Order 4160 Juan Martinez - Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Houston Public Works Business Card : DSF Order 4160 Daniel Franklin - Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Houston Public Works Business Card : DSF Order 4160 Gary Jackson - Cost Center#2000060011;Internal Order#;Business Area#2000;#2000;Fund#2301;Grant#	\$35.00		\$35.00



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INVOICE

Invoice #	62527
Invoice Date	6/15/20
Date Shipped	
Ship Via	Hold Hold for F lfill
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	69530

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
7,824	Container Direct Mail Postcard - Cost Center#2100010001;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$587.00		\$587.00
7,824	Container Direct Mail Postcard Mailing CostCenter#2100010001;Internal Order#; BusinessArea#2100;Fund#1,000;Grant#	\$2,159.42		\$2,159.42
10,000	Health Dept. #10 Non-Window Envelope - Cost Center#3800010005;Internal Order#;Business Area#3800;Fund#5307;Grant#	\$696.00		\$696.00
2,000	COVID-19 Helpful Hints Flyer - Cost Center#3800010005;Internal Order#;Business Area#3800;Fund#5307;Grant#	\$656.00		\$656.00
500	Houston Airports Business Card : DSF Order 4168 HAS Business Card (Kazim Hussain) - Cost Center#2800020005;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00
500	Houston Airports Business Card : DSF Order 4169 HAS Business Card (Anissa Veal) - Cost Center#2800020005;Internal Order#;Business Area#2800;Fund#8001;Grant#	\$30.00		\$30.00
10 1203177727	Personalized Memo Pads (DaleMichael Dollete) - Cost Center#3200030002;Internal Order#;Business Area#3200;Fund#5030;Grant#	\$50.20		\$50.20
10 1203177728	Personalized Memo Pads (Joshua Thomas) - Cost Center#3200030002;Internal Order#;Business Area#3200;Fund#5030;Grant#	\$50.20		\$50.20



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INVOICE

Invoice #	62527
Invoice Date	6/15/20
Date Shipped	6/17/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	69549

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
10 1203177729	Personalized Memo Pads (Arnold Cotton) - Cost Center#3200030002;Internal Order#;Business Area#3200;Fund#5030;Grant#	\$50.20		\$50.20
20	Finance Proposed Capital Project - Cost Center#6400030001;Internal Order#;Business Area#6400;Fund#1000;Grant#	\$2,432.00		\$2,432.00
20	Proposed Executive Summary - Cost Center#6400030001;Internal Order#;Business Area#6400;Fund#1000;Grant#	\$1,199.00		\$1,199.00
200	New Employee Orientation COVID-19 Binders Cost Center#3800010005; Internal Order#;Business Area#3800;Fund#5307;Grant#	\$5,502.00		\$5,502.00
1,500	Health Dept. #10 Non-Window Envelope - Cost Center#3800050007;Internal Order#;Business Area#3800; Fund#1000;Grant#	\$295.00		\$295.00
250	Houston Public Works Business Card : DSF Order 4171 Business Card (Kennan Charles) - Cost Center#2000040020;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
2	Table Tents (60 versions) - CostCenter#380000100 InternalOrder#C64000009-20 BusinessArea#3800Funds#5307 Grant#64000009-2020	\$468.00		\$468.00



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INVOICE

Invoice #	62527
Invoice Date	6/15/20
Date Shipped	6/19/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	69584

City of Houston
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!		Subtotal		\$32,301.62
		Sales Tax		\$0.00
		Total Due		\$32,301.62

Customer Code : 1154
 Invoice Number : 62527
 Invoice Date : 6/15/20
 Invoice Amount : \$32,301.62
 Amount Paid : _____

Remit To:
 Bayside Printing Co., Inc.
 160 Lockhaven Drive
 Houston, TX 77073-5500

Remitter:
 City of Houston
 P.O. Box 1562
 Houston, TX 77251-1562

63263	1203251236	1203251236	159	Disaster Recovery #10 Window Envelope
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Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User	
32000077-2019	ADM-19A05	12/04/2020	12/02/2020	Disaster Recovery #10 Window Envelope	1203251236	1203251236	3200030002	BD3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	841.00	BATCH	
												66	▪	841.00	
													▪▪	841.00	

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice #	63263
Invoice Date	11/30/20
Date Shipped	
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	70614

City of Houston
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
	Ongoing Shipments of BARC items (November 2020) Job#70614 - Cost Center#6500080086;Internal Order#;Business Area#6500;Fund#2427;Grant#			
6	Shipment Request	\$10.00	EA	\$60.00
2	Pallet Storage	\$30.00	EA	\$60.00
	Postage	\$131.20		\$131.20
	Deliveries	\$0.00	EA	\$0.00
50,000	205257 HPW COH SEAL BLUE CERTIFICATE PAPER Job#70771/Order#COH102246 - Cost Center#2000060011;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$3,279.00		\$3,279.00
20,000	2022 Stickers (1 version) Job#70777/Order#COH102258 - Cost Center#2100010003;Internal Order#;Business Area#2100;Fund#1000;Grant#	\$2,324.00		\$2,324.00
5,000	Public Health Educator Flyers (5 versions) Job#70805/Order#COH102293 - Cost Center#3800040000;Internal Order#A38000125-19;Business Area#3800;Fund#5000;Grant#38000125-2019	\$1,490.00		\$1,490.00
1,000	COVID-19 Social Media Card Job#70813/Order#COH102298 - Cost Center#3800010005;Internal Order#BT6400009-20;Business Area#3800;Fund#5307;Grant#64000009-2020	\$190.00		\$190.00



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16 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	63263
Invoice Date	11/30/20
Date Shipped	11/23/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	70817

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1	2020 Construction Specifications Job#70817/Order#COH102297 - Cost Center#2000070003;Internal Order#;Business Area#2000;Fund#1001;Grant#	\$250.00		\$250.00
10,000 1203251236	Disaster Recovery #10 Window Envelope Job#70825 - Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$841.00		\$841.00
250	Job#70827/DSF Order 4429 Business Card (John Young) - Cost Center#2000040025;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#70828/DSF Order 4430 Business Card (Chunling Liu) - Cost Center#2000040025;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
250	Job#70829/DSF Order 4431 Business Card (Kirt Arthur) - Cost Center#2000040025;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$32.00		\$32.00
500	Job#70835/DSF Order 4432 Business Card (Elita Castleberry) - Cost Center#2000040004;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice #	63263
Invoice Date	11/30/20
Date Shipped	11/25/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	70835

City of Houston
P.O. Box 1562
Houston, TX 77251-1562

Payment Method - Accounting Code: Cost Center 2000040004
Fund 8300

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!		Subtotal		\$8,756.20
		Sales Tax		\$0.00
		Total Due		\$8,756.20

Customer Code : 1154
Invoice Number : 63263
Invoice Date : 11/30/20
Invoice Amount : \$8,756.20
Amount Paid : _____

Remit To:
Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:
City of Houston
P.O. Box 1562
Houston, TX 77251-1562

63325	1203251611	1203251611	163	DSF Order 4449 Business Card (Rodney Thomas)
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Grants Management: Line Item Display



Receiver Grant	Sp. Prog.	Entered on	Posting Date	Text	RefDocumnt	DocumentNo	Cost Center	Order	G/L	Sponsored Class	DT	VT	Trans.cur.	User
32000077-2019	HOAP-PRJ-1...	12/14/2020	12/11/2020	DSF Order 4449 Business Card (Rodney Thomas)	1203251611	1203251611	3200030002	BH3200077-...	520515	PRINT_PUBL_SUBSCRIPT	II	66	30.00	BATCH
												66	30.00	
													30.00	



Job Description
Business Cards
Descriptive Name for this Job

Date
11/18/2020

DS
LG

Contact
Bunny Arita
First and Last Name

DS
BA

Email
Bunny.Arita@houstontx.gov
example@houstontx.gov

Phone Number
(832) 394-6123

Department
HCDD

Division
Disaster Recovery

Section
DR

Division Manager
Manuel Rodriguez

DS
MR

Division Manager Email
Manuel.Rodriguez2@houstontx.gov

Funding Information G/L Account # 520515

Cost Center
3200030002
Example: A38000125-19

SAP Internal Order Number
BH3200077-19

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030

DS
MO

*Attention: If the order is Grant funded, you must provide a SAP Internal Order Number and Grant Number.

Job Details

Quantity
500
How many copies would you like printed?

Standard Business Card
Standard Blue 1 Sided
Select a shell for business card orders

Standard Memo Pads
Select quantity (100 sheets per pad)

Image

Color
City of Houston Blue

Size

Paper

Finishing Instructions

Padding Instructions

Mounting Instructions

Packaging Instructions

Special Instructions

DS
TR

If you selected *Other* for any of the Job Details please explain in the Special Instructions section.

Business Card/Memo Pad Orders

Name
Rodney Thomas
Phone
832-986-3394

Title
Cell

Department
HCDD
Fax

Address 1
P.O. Box 1562, Houston, Texas 77251-2160
Building

Address 2
Travis Street
Street Address

Address 3
4th Floor Houston, Texas 77002
City, State Zip

Email
Rodney.Thomas@houstontx.gov

Website
<https://recovery.houstontx.gov/>

Backside



Delivery Receipt

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500 Fax: (281) 209-9569

Ship To:
City of Houston - Mailroom
Bunny Arita
611 Walker, 1st Floor
Houston, TX 77002
Phone: 832.394.6123

Customer Code: **1154**
Job Number: **70918**
Shipment Number: **39132**
Shipment Date: **12/4/20 8:51 AM**
Ship Via: **Local Delivery - Bayside**
Customer PO :
Salesperson: **David Solis**
CSR: **Sherri Tyndall**

Notes:

Job Description: **DSF Order 4449 Business Card (Rodney Thomas)**
Cost Center#3200030002;Internal Order#BH3200077-19;Business
Area#3200;Fund#5030;Grant#32000077-2019

No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By: 

Date: 12-14-20

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice	63325
Invoice Date	12/4/20
Date Shipped	12/4/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	70579

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
500	DSF Order 4387 B/C Shandenia Piper Job#70579/Order#COH102243 - Cost Center#5500010011;Internal Order#;Business Area#5500;Fund#1000;Grant#	\$256.30		\$256.30
	5 rounds of changes	\$50.00		\$50.00
3	HHD Elevator Wraps (Indoors) Job#70792/Order#COH102288 - Cost Center#3800010005;Internal Order#BT6400009-20;Business Area#3800;Fund#5307;Grant#64000009-2020	\$862.00		\$862.00
500	Job#70849/DSF Order 4436 Business Cards (Jodie Foster) - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#70849/DSF Order 4436 Business Cards (David Rockwell #312) - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	Job#70850/DSF Order 4437 HHD Business Card (Mariela Gonzalez - Cost Center#3800040005;Internal Order#;Business Area#3800;Fund#2423;Grant#	\$35.00		\$35.00
500	Job#70851/DSF Order 4438 HHD Business Card (Dennise Nieto) - Cost Center#3800040005;Internal Order#;Business Area#3800;Fund#2423;Grant#	\$35.00		\$35.00
5,000	Human Services Door Hanger Job#70854/Order#COH102296 - Cost Center#3800010005;Internal Order#BU6400009-20;Business Area#3800;Fund#5307;Grant#64000009-2020	\$1,195.00		\$1,195.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice	63325
Invoice Date	12/4/20
Date Shipped	12/1/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	70860

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
10,000	HHD COVID Testing Packets (6 sheets) Job#70860/Order#COH102303 - Cost Center#3800010005;Internal Order#AC6400009-20;Business Area#3800;Fund#5307;Grant#64000009-2020	\$3,696.00		\$3,696.00
	Delivery	\$15.00		\$15.00
10,000	Instructions Test Result Flyers (2 versions) Job#70863/Order#COH102302 - Cost Center#3800010005;Internal Order#BV6400009-20;Business Area#3800;Fund#5307;Grant#64000009-2020	\$1,271.00		\$1,271.00
9,000	COVID-19 Recovery Resources MOS Flyers Job#70873/Order#COH102304 - Cost Center#1100070001;Internal Order#BN6400000-20;Business Area#1100;Fund#5307;Grant#64000009-2020	\$990.00		\$990.00
500	Job#70874/DSF Order 4439 HPW BCard (Richard Nordquist) - Cost Center#2000060022;Internal Order#;Business Area#2000;Fund#2301;Grant#	\$35.00		\$35.00
500	DSF Order 4443 Business Card (Kelyn Allen) Job#70878/Order#COH102305 - Cost Center#2500030001;Internal Order#;Business Area#2500;Fund#1000;Grant#	\$30.00		\$30.00
500	Job#70884/DSF Order 4444 HHD Business Card (George Dupuy) - Cost Center#3800040006;Internal Order#;Business Area#3800;Fund#1000;Grant#	\$35.00		\$35.00
500	Job#70887/DSF Order 4445 HHD Business Card (Maria Lugo) - Cost Center#3800040005;Internal Order#;Business Area#3800;Fund#2009;Grant#	\$35.00		\$35.00

**Bayside Printing Co., Inc.**

160 Lockhaven Drive
 Houston, TX 77073-5500
 Phone: (281) 209-9500
 Fax: (281) 209-9569

INVOICE

Invoice	63325
Invoice Date	12/4/20
Date Shipped	12/2/20
Ship Via	Local Delivery
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	70907

City of Houston
 Fin. Business Office Acct. Pay
 P.O. Box 1562
 Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
1,500	Drive Thru Flu Fyer (Lone Star Victory) Job#70907/Order#COH102311 - Cost Center#3800030003;Internal Order#F38000040-20;Business Area#3800;Fund#5000;Grant#38000040-2020	\$675.00		\$675.00
	Delivery	\$15.00		\$15.00
500	Job#70910/DSF Order 4448 HPW BCard (Carol Ellinger Haddock) - Cost Center#2000030001;Internal Order#;Business Area#2000;Fund#8300;Grant#	\$35.00		\$35.00
20,000	Instructions Test Result Flyers (2 versions) Job#70913/Order#COH102312 - Cost Center#3800010005;Internal Order#AC6400009-20;Business Area#3800;Fund#5307;Grant#64000009-2020	\$1,936.00		\$1,936.00
	Delivery	\$15.00		\$15.00
500	Job#70918/DSF Order 4449 Business Card (Rodney Thomas) - Cost Center#3200030002;Internal Order#BH3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019	\$30.00		\$30.00

1203251611



Bayside Printing Co., Inc.

160 Lockhaven Drive
Houston, TX 77073-5500
Phone: (281) 209-9500
Fax: (281) 209-9569

INVOICE

Invoice	63325
Invoice Date	12/4/20
Date Shipped	12/4/20
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P.O. Number	
Job Number	70918

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!		Subtotal		\$11,316.30
		Sales Tax		\$0.00
		Total Due		\$11,316.30

Customer Code : 1154
Invoice Number : 63325
Invoice Date : 12/4/20
Invoice Amount : \$11,316.30
Amount Paid : _____

Remit To:

Bayside Printing Co., Inc.
160 Lockhaven Drive
Houston, TX 77073-5500

Remitter:

City of Houston
Fin. Business Office Acct. Pay
P.O. Box 1562
Houston, TX 77251-1562