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EXHIBITS:

- “A” SCOPE OF SERVICES
- “B” FEES AND COSTS
- “C” DRUG POLICY COMPLIANCE AGREEMENT
- “D” CERTIFICATION OF NO SAFETY IMPACT POSITIONS
- “E” DRUG POLICY COMPLIANCE DECLARATION

1.03 PARTS INCORPORATED

1.03.1 The above-described sections and exhibits are incorporated into this Agreement.

1.04 **CONTROLLING PARTS**

1.04.1 If a conflict between the sections or exhibits arises, the sections control over the exhibits.

1.05 **SIGNATURES**

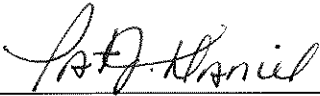
1.05.1 The Parties have executed this Agreement in multiple copies, each of which is an original. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms. The Parties hereby agree that each Party may sign and deliver this Agreement electronically or by electronic means and that an electronic transmittal of a signature, including but not limited to, a scanned signature page, will be as good, binding, and effective as an original signature.

[SIGNATURE PAGE FOLLOWS]

ATTEST/SEAL (if a corporation):
WITNESS (if not a corporation):

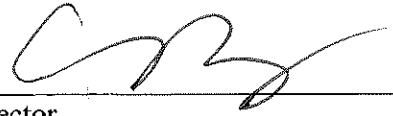
Name:
Title:

ATTEST/SEAL:



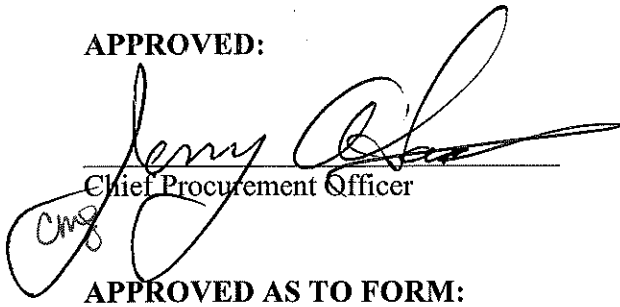
City Secretary, *Interim*

APPROVED:



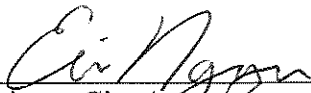
Director,
Administration and Regulatory Affairs
Department

APPROVED:



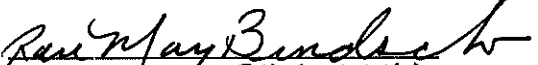
Chief Procurement Officer

APPROVED AS TO FORM:




Assistant City Attorney
L.D. File No. 0371800175001

BAYSIDE PRINTING, INC.

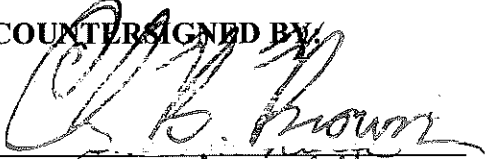
By: 
Name: ROSE MARY BUNDSCHO
Title: OWNER / PRESIDENT
Federal Tax ID Number: 1-74-1930364-5

CITY OF HOUSTON, TEXAS

Signed by:


Mayor

COUNTERSIGNED BY:



City Controller *James Bell*

COUNTERSIGNATURE DATE:

11-28-18

ARTICLE 2. DEFINITIONS

- 2.01 In addition to the words and terms defined elsewhere in this Agreement, the following terms have the meanings set out below. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words in the singular include the plural. The word “shall” is always mandatory and not merely permissive.
- 2.01.1 “Agreement” means this contract between the Parties, including all exhibits and any written amendments authorized by City Council and Contractor.
- 2.01.2 “Business Day” means any calendar day except Saturdays, Sundays and full-day holidays for employees of the City (as designated by City Council).
- 2.01.3 “Chief Procurement Officer” (“CPO”) means the Chief Procurement Officer of the City of Houston, as set forth in Chapter 15 of the Houston Code of Ordinances.
- 2.01.4 “City” is defined in the preamble of this Agreement and includes its successors and permitted assigns.
- 2.01.5 “Contractor” is defined in the preamble of this Agreement and includes its successors and assigns.
- 2.01.6 “Countersignature Date” means the date shown as the date countersigned on the signature page of this Agreement.
- 2.01.7 “Director” means the Director of the City of Houston Administration and Regulatory Affairs Department or such other person as he or she designates.
- 2.01.8 “Documents” mean notes, manuals, notebooks, plans, computations, computer databases and diskettes, software, tabulations, exhibits, reports, underlying data, charts, analyses, maps, letters, models, forms, photographs, the original tracings of all drawings and plans, and other work products (and any modifications or improvements to them) that Contractor prepares or provides under this Agreement.
- 2.01.9 “Effective Date” means the date this Agreement is countersigned by the City Controller.
- 2.01.10 “Notice to Proceed” means a written communication from the Director or the CPO to Contractor instructing Contractor to begin performance.
- 2.01.11 “Party” or “Parties” means one or all of the entities set out in the Preamble who are bound by this Agreement.

ARTICLE 3. DUTIES OF CONTRACTOR

3.01 SCOPE OF SERVICES

3.01.1 In consideration of the payments specified in this Agreement, Contractor shall provide all supervision, labor, tools, equipment, permits, parts, expendable items, material, and supplies necessary to perform the services described in Exhibit "A".

3.02 COORDINATE PERFORMANCE

3.02.1 Contractor shall coordinate its performance with the Director and other persons that the Director designates. Contractor shall promptly inform the Director and other person(s) of all significant events relating to the performance of this Agreement.

3.03 TIME EXTENSIONS

3.03.1 If Contractor requests an extension of time to complete its performance, then the Director, in consultation with the CPO, may, in his or her sole discretion, extend the time so long as the extension does not exceed 90 days. The extension must be in writing but does not require amendment of this Agreement. Contractor is not entitled to damages for delay(s) regardless of the cause of the delay(s).

3.04 REPORTS

3.04.1 Contractor shall submit all reports and progress updates required by the Director or CPO.

3.05 PAYMENT OF SUBCONTRACTORS

3.05.1 In accordance with the Texas Prompt Payment Act, Contractor shall make timely payments to all persons and entities supplying labor, materials, or equipment by, through, or under Contractor in the performance of this Agreement.

3.05.2 CONTRACTOR SHALL DEFEND AND INDEMNIFY THE CITY FROM ANY CLAIMS OR LIABILITY ARISING OUT OF CONTRACTOR'S FAILURE TO MAKE THESE PAYMENTS.

3.06 RELEASE

3.06.1 CONTRACTOR AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER

THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY. CONTRACTOR HEREBY COVENANTS AND AGREES NOT TO SUE THE CITY FOR ANY CLAIMS, DEMANDS, OR CAUSES OF ACTION DIRECTLY OR INDIRECTLY RELATED TO ITS RELEASE UNDER THIS SECTION. FOR THE AVOIDANCE OF DOUBT, THIS COVENANT NOT TO SUE DOES NOT APPLY TO CLAIMS FOR BREACH OF THIS AGREEMENT.

3.07 INDEMNIFICATION

3.07.1 CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY, THE "CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:

3.07.1.1 CONTRACTOR'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED SUBPARAGRAPHS 1-3, "CONTRACTOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;

3.07.1.2 THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND

3.07.1.3 THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT.

3.07.2 CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THIS AGREEMENT AND FOR FOUR YEARS AFTER THE AGREEMENT TERMINATES. CONTRACTOR'S INDEMNIFICATION IS LIMITED TO \$500,000 PER OCCURRENCE. CONTRACTOR SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.

3.08 SUBCONTRACTOR'S INDEMNITY

3.08.1 CONTRACTOR SHALL REQUIRE ALL OF ITS SUBCONTRACTORS (AND THEIR SUBCONTRACTORS) TO RELEASE AND INDEMNIFY THE CITY TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS ITS RELEASE AND INDEMNITY TO THE CITY.

3.09 INDEMNIFICATION PROCEDURES

3.09.1 Notice of Claims. If the City or Contractor receives notice of any claim or circumstances which could give rise to an indemnified loss, the receiving Party shall give written notice to the other Party within 30 days. The notice must include the following:

3.09.1.1 a description of the indemnification event in reasonable detail;

3.09.1.2 the basis on which indemnification may be due; and

3.09.1.3 the anticipated amount of the indemnified loss.

This notice does not estop or prevent the City from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If the City does not provide this notice within the 30-day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

3.09.2 Defense of Claims

3.09.2.1 Assumption of Defense. Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City Attorney. Contractor shall then control the defense and any negotiations to settle the claim, subject to the City Attorney's consent or agreement to the settlement, which consent or agreement shall not unreasonably be withheld. Within 10 days after receiving written notice of the indemnification request, Contractor must advise the City as to whether or not it will defend the claim. If Contractor does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.

3.09.2.2 Continued Participation. If Contractor elects to defend the claim, the City may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations.

3.10 **INSURANCE**

3.10.1 **Risks and Limits of Liability.** Contractor shall maintain the following insurance coverages in the following amounts:

<u>COVERAGE</u>	<u>LIMIT OF LIABILITY</u>
Workers' Compensation	Statutory for Workers' Compensation
Employer's Liability	<ul style="list-style-type: none"> • Bodily Injury by Accident \$500,000 (each accident) • Bodily Injury by Disease \$500,000 (policy limit) • Bodily Injury by Disease \$500,000 (each employee)
Commercial General Liability: Bodily and Personal Injury; Products and Completed Operations Coverage	Bodily Injury and Property Damage, Combined Limits of \$1,000,000 each Occurrence, and \$2,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit for: (i) Any Auto; or (ii) All Owned, Hired, and Non-Owned Autos
Professional Liability (if applicable)	\$1,000,000 per occurrence; \$2,000,000 aggregate
Excess Liability Coverage, or Umbrella Coverage, for Commercial General Liability and Automobile Liability	\$1,000,000
Aggregate Limits are per 12-month policy period unless otherwise indicated.	

3.10.2 **Insurance Coverage.** At all times during the term of this Agreement and any extensions or renewals, Contractor shall provide and maintain insurance coverage that meets the Agreement requirements. Prior to beginning performance under the Agreement, at any time upon the Director's request, or each time coverage is renewed or updated, Contractor shall furnish to the Director current certificates of insurance, endorsements, all policies, or other policy documents evidencing adequate coverage, as necessary. Contractor shall be responsible for and pay: (i) all premiums; and (ii) any claims or losses to the extent of any deductible amounts. Contractor waives any claim it may have for premiums or deductibles against the City, its officers, agents, or employees. Contractor shall also require all

subcontractors or consultants whose subcontracts exceed \$100,000 to provide proof of insurance coverage meeting all requirements stated above except amount. The amount must be commensurate with the amount of the subcontract, but no less than \$500,000 per claim.

3.10.3 Form of insurance. The form of the insurance shall be approved by the Director and the City Attorney; such approval (or lack thereof) shall never: (i) excuse non-compliance with the terms of this Section; or (ii) waive or estop the City from asserting its rights to terminate this Agreement. The policy issuer shall: (i) have a Certificate of Authority to transact insurance business in Texas; or (ii) be an eligible non-admitted insurer in the State of Texas and have a Best's rating of at least B+, and a Best's Financial Size Category of Class VI or better, according to the most current Best's Key Rating Guide.

3.10.4 Required Coverage. The City shall be an Additional Insured under this Agreement, and all policies, except Professional Liability and Worker's Compensation, shall explicitly name the City as an Additional Insured. The City shall enjoy the same coverage as the Named Insured without regard to other Agreement provisions. Contractor waives any claim or right of subrogation to recover against the City, its officers, agents, or employees, and each of Contractor's insurance policies except professional liability must contain coverage waiving such claim. Each policy, except Workers' Compensation and Professional Liability, must also contain an endorsement that the policy is primary to any other insurance available to the Additional Insured with respect to claims arising under this Agreement. If professional liability coverage is written on a "claims made" basis, Contractor shall also provide proof of renewal each year for two years after substantial completion of the Project, or in the alternative: evidence of extended reporting period coverage for a period of two years after substantial completion, or a project liability policy for the Project covered by this Agreement with a duration of two years after substantial completion. All certificates of insurance submitted by Contractor shall be accompanied by endorsements for: (i) Additional Insured coverage in favor of the City for Commercial General Liability and Automobile Liability policies; and (ii) Waivers of Subrogation in favor of the City for Commercial General Liability, Automobile Liability and Workers' Compensation/Employers' Liability policies. The Director will consider all other forms on a case-by-case basis.

3.10.5 Notice. CONTRACTOR SHALL GIVE 30 DAYS' ADVANCE WRITTEN NOTICE TO THE DIRECTOR IF ANY OF ITS INSURANCE POLICIES ARE CANCELED OR NON-RENEWED. Within the 30-day period, Contractor shall provide other suitable policies in order to maintain the required coverage. If Contractor does not comply with this requirement, the Director, at his or her sole discretion, may immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default.

3.10.6 **Other Insurance.** If requested by the Director, Contractor shall furnish adequate evidence of Social Security and Unemployment Compensation Insurance, to the extent applicable to Contractor's operations under this Agreement.

3.11 **WARRANTIES**

3.11.1 Contractor warrants that it shall perform all work in a good and workmanlike manner, meeting the standards of quality prevailing in Harris County, Texas for work of this kind. Contractor shall perform all work using trained and skilled persons having substantial experience performing the work required under this Agreement.

3.12 **CONFIDENTIALITY**

3.12.1 Contractor, its agents, employees, contractors, and subcontractors shall hold all City information, data, and documents (collectively, the "Information") that they receive, or to which they have access, in strictest confidence. Contractor, its agents, employees, contractors, and subcontractors shall not disclose, disseminate, or use the Information unless the Director authorizes it in writing. Contractor shall obtain written agreements from its agents, employees, contractors, and subcontractors which bind them to the terms in this Section.

3.13 **USE OF WORK PRODUCTS**

3.13.1 The City may use all Documents that Contractor prepares or obtains under this Agreement. In addition, Contractor shall provide the Director with supporting schedules, flow charts or other analysis necessary to understand the reported findings and recommendations. Generally, this information is attached as exhibits to the final report; however, if requested by the Director, Contractor shall provide this information from its work paper files.

3.13.2 Contractor warrants that it owns the copyright to the Documents.

3.13.3 Contractor shall deliver the original Documents to the Director on request. Within five working days after this Agreement terminates, Contractor shall deliver to the Director the original Documents, and all other files and materials Contractor produces or gathers during its performance under this Agreement.

3.14 **LICENSES AND PERMITS**

3.14.1 Contractor shall obtain, maintain, and pay for all licenses, permits, and certificates including all professional licenses required by any statute, ordinance, rule, or regulation for the performance under this Agreement. Contractor shall immediately notify the Director of any suspension, revocation, or other detrimental action against its license.

3.15 **COMPLIANCE WITH LAWS**

3.15.1 Contractor shall comply with all applicable state and federal laws and regulations and the City Charter and Code of Ordinances in its performance under this Agreement.

3.16 **COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY ORDINANCE**

3.16.1 Contractor shall comply with City's Equal Employment Opportunity Ordinance as set out in in Section 15-17 of the Code of Ordinances.

3.17 **MWBE COMPLIANCE**

3.17.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("MWBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply agreements in at least **11%** of the value of this Agreement to MWBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunities ("OBO") and will comply with them.

3.17.2 Contractor shall ensure that all subcontracts with MWBE subcontractors and suppliers contain the following terms:

[Name of MWBE subcontractor] shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston's Office of Business Opportunity Director (the "Director").

[Name of MWBE subcontractor] shall permit representatives of the City of Houston, at all reasonable times, to perform: (i) audits of the books and records of the subcontractor; and (ii) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least 4 years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action nor the applicable statute of limitations.

Within five Business Days of execution of this subcontract, Contractor and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.

Any controversy between the Parties involving the construction or application of

any of the terms, covenants, or conditions of this subcontract may be submitted to the Director. The Director may prescribe procedures to provide dispute resolution by neutrals in accordance with the requirements of Chapter 15 of the Houston City Code of Ordinances.

3.18 DRUG ABUSE DETECTION AND DETERRENCE

- 3.18.1 It is the policy of the City to achieve a drug-free workforce and workplace. The manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or alcohol by contractors while on City Premises is prohibited. Contractor shall comply with all the requirements and procedures set forth in the Mayor's Drug Abuse Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 (the "Executive Order"), which is incorporated into this Agreement and is on file in the City Secretary's Office.
- 3.18.2 Before the City signs this Agreement, Contractor shall file with the Contract Compliance Officer for Drug Testing ("CCODT"):
- 3.18.2.1 a copy of its drug-free workplace policy;
 - 3.18.2.2 the Drug Policy Compliance Agreement substantially in the form set forth in Exhibit "C", together with a written designation of all safety impact positions; and
 - 3.18.2.3 if applicable (e.g., no safety impact positions), the Certification of No Safety Impact Positions, substantially in the form set forth in Exhibit "D".
- 3.18.3 If Contractor files a written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every 6 months during the performance of this Agreement or on completion of this Agreement if performance is less than 6 months, a Drug Policy Compliance Declaration in a form substantially similar to Exhibit "E". Contractor shall submit the Drug Policy Compliance Declaration to the CCODT within 30 days of the expiration of each 6-month period of performance and within 30 days of completion of this Agreement. The first 6-month period begins to run on the date the City issues its Notice to Proceed or, if no Notice to Proceed is issued, on the first day Contractor begins work under this Agreement.
- 3.18.4 Contractor also shall file updated designations of safety impact positions with the CCODT if additional safety impact positions are added to Contractor's employee work force.
- 3.18.5 Contractor shall require that its subcontractors comply with the Executive Order, and Contractor shall secure and maintain the required documents for City inspection.

3.19 **CONFLICTS OF INTEREST**

3.19.1 If an actual or potential conflict arises between the City's interests and the interests of other clients Contractor represents, Contractor shall immediately notify the Director by fax transmission or telephone. If the Director consents to Contractor's continued representation of the other clients, he or she shall notify Contractor in writing. If the Director does not issue written consent within 3 business days after receipt of Contractor's notice, Contractor shall immediately terminate its representation of the other client whose interests are or may be in conflict with those of the City.

3.20 **PAY OR PLAY**

3.20.1 The requirements and terms of the City of Houston Pay or Play program, as set out in Executive Order 1-7, as revised from time to time, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order No. 1-7, as revised, and shall comply with its terms and conditions.

3.21 **CONTRACTOR'S PERFORMANCE**

3.21.1 Contractor shall make citizen satisfaction a priority in providing services under this Agreement. Contractor shall train its employees to be customer service-oriented and to positively and politely interact with citizens when performing contract services. Contractor's employees shall be clean, courteous, efficient, and neat in appearance and committed to offering the highest quality of service to the public. If, in the Director's opinion, Contractor is not interacting in a positive and polite manner with citizens, he or she shall direct Contractor to take all remedial steps to conform to these standards

3.22 **ADDITIONS AND DELETIONS**

3.22.1 Additional Products and Services. Subject to the allocation of funds, the Director or CPO may add similar equipment, supplies, services, or locations, within the scope of this Agreement, to the list of equipment, supplies, services, or locations to be performed or provided by giving written notification to Contractor. For purposes of this Section, the "Effective Date" means the date specified in the notification from the Director or CPO. As of the Effective Date, each item added is subject to this Agreement, as if it had originally been a part, but the charge for each item starts to accrue only on the Effective Date. In the event the additional equipment, supplies, services, or locations are not identical to the items(s) already under this Agreement, the charges therefor will then be Contractor's normal and customary charges or rates for the equipment, supplies, services, or locations classified in the Fees and Costs (Exhibit "B").

3.22.2 Exclusion of Products and Services. If a deliverable or service that is subject to this Agreement is deleted, lost, stolen, destroyed, damaged, sold, replaced, or otherwise disposed of, the Director or CPO may exclude it from the operation of this Agreement by notifying Contractor in writing. The notice takes effect immediately on its receipt by Contractor. More than one notice may be given. When a notice is received, Contractor shall delete the charge for the excluded deliverable or service from the sum(s) otherwise due under this Agreement.

3.22.3 The total charges for additions and deletions to this Agreement must never exceed 25% of the original contract amount unless:

3.22.3.1 The additions are exempt from the competitive bidding or proposal requirements set forth in Tex. Local Govt. Code Chapter 252; or

3.22.3.2 The City acquires the additions from Contractor through a competitive bid or competitive proposal.

3.23 **CHANGES**

3.23.1 At any time during the Agreement Term, the Director or CPO may issue a Change Order to increase or decrease the scope of services or change plans and specifications as he or she may find necessary to accomplish the general purposes of this Agreement. Contractor shall furnish the services or deliverables in the Change Order in accordance with the requirements of this Agreement plus any special provisions, specifications, or special instructions issued to execute the extra work.

3.23.2 The CPO or Director will issue the Change Order in substantially the following form:

<u>CHANGE ORDER</u>	
TO:	[Name of Contractor]
FROM:	City of Houston, Texas (the "City")
DATE:	[Date of Notice]
SUBJECT:	Change Order under the Agreement between the City and [Name of Contractor] countersigned by the City Controller on [Date of countersignature of the Agreement]
Subject to all terms and conditions of the Agreement, the City requests that Contractor provide the following:	
[Here describe the additions to or changes to the equipment or services and the Change Order Charges applicable to each.]	
Signed:	

[Signature of CPO or Director]

- 3.23.3 The CPO or Director may issue more than one Change Order, subject to the following limitations:
- 3.23.3.1 The City Council expressly authorizes the CPO or Director to approve a Change Orders up to \$50,000. A Change Order of more than \$50,000 over the approved contract amount must be approved by the City Council.
 - 3.23.3.2 If a Change Order describes items that Contractor is otherwise required to provide under this Agreement, the City is not obligated to pay any additional money to Contractor.
 - 3.23.3.3 The total of all Change Orders issued under this section may not increase the Original Agreement amount by more than 25%.
- 3.23.4 Whenever Contractor receives a Change Order, Contractor shall furnish all material, equipment, and personnel necessary to perform the work described in the Change Order. Contractor shall complete the work within the time prescribed. If no time for completion is prescribed, Contractor shall complete the work within a reasonable time. If the work described in any Change Order causes an unavoidable delay in any other work Contractor is required to perform under this Agreement, Contractor may request a time extension for the completion of the work. The CPO's or Director's decision regarding a time extension is final.
- 3.23.5 A product or service provided under a Change Order is subject to inspection, acceptance, or rejection in the same manner as the work described in the Original Agreement and is subject to the terms and conditions of the Original Agreement as if it had originally been a part of the Agreement.
- 3.23.6 Change Orders are subject to the Allocated Funds provisions of this Agreement.

3.24 **ENVIRONMENTAL LAWS**

- 3.24.1 Contractor shall comply with all rules, regulations, statutes, and orders of the Environmental Protection Agency, the Texas Commission on Environmental Quality, and any other governmental agency with the authority to promulgate environmental rules and regulations (the "Environmental Laws"). Contractor shall promptly reimburse the City for any fines or penalties levied against the City because of Contractor's failure to comply with Environmental Laws.
- 3.24.2 Contractor shall not possess, use, generate, release, discharge, store, dispose of, or transport any Hazardous Materials on, under, in, above, to, or from the site except in strict compliance with the Environmental Laws. "Hazardous Materials" means any substances, materials, or wastes that are or become regulated as hazardous or

toxic substances under any applicable federal, state, or local laws, regulations, ordinances, or orders. Contractor shall not deposit oil, gasoline, grease, lubricants, or any ignitable or hazardous liquids, materials, or substances in the City's storm sewer system or sanitary sewer system or elsewhere on City Property in violation of the Environmental Laws.

3.25 **ANTI-BOYCOTT OF ISRAEL**

3.25.1 Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of this Agreement not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Government Code.

3.26 **ZERO TOLERANCE POLICY FOR HUMAN TRAFFICKING AND RELATED ACTIVITIES**

3.26.1 The requirements and terms of the City of Houston's Zero Tolerance Policy for Human Trafficking and Related Activities, as set forth in Executive Order 1-56, as revised from time to time, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order 1-56, as revised, and shall comply with its terms and conditions as they are set out at the time of the Countersignature Date. Contractor shall notify the CPO, City Attorney, and the Director of any information regarding possible violation by Contractor or its subcontractors providing services or goods under this Agreement within 7 days of Contractor becoming aware of or having a reasonable belief that such violations may have occurred, have occurred, or are reasonably likely to occur.

ARTICLE 4. DUTIES OF CITY

4.01 **PAYMENT TERMS**

4.01.1 Subject to all terms and conditions of this Agreement, the City agrees to pay for the services described in Exhibit "A" that are rendered by Contractor based upon monthly invoices showing the number of individual tasks and related services performed at the rates set forth in Exhibit "B". The fees must only be paid from Allocated Funds as provided below.

4.01.2 Early Payment Discount. The City of Houston's standard payment term is to pay 30 days after receipt of invoice or receipt of goods or services, whichever is later, according to the requirements of the Texas Prompt Payment Act (Tex. Gov't Code, Ch. 2251). However, the City will pay in less than 30 days in return for an early payment discount from Contractor as follows:

Payment Time - 10 Days: 2% Discount
Payment Time - 20 Days: 1% Discount

4.01.3 If the City fails to make a payment according to the early payment schedule above, but does make the payment within the time specified by the Prompt Payment Act, the City shall not receive the discount, but shall pay no other penalty. When the payment date falls on a Saturday, Sunday, or official holiday when City offices are closed and City business is not expected to be conducted, payment may be made on the following Business Day.

4.02 **TAXES**

4.02.1 The City is exempt from payment of Federal Excise and Transportation Tax and Texas Limited Sales and Use Tax. Contractor's invoices to the City must not contain assessments of any of these taxes. The Director will furnish the City's exemption certificate and federal tax identification number to Contractor if requested.

4.03 **METHOD OF PAYMENT**

4.03.1 The City shall pay on the basis of monthly invoices submitted by Contractor and approved by the Director showing the services performed and the attendant fee. The City shall make payment to Contractor within 30 days of the receipt and approval by the City of such invoices. If the City disputes any item in an invoice Contractor submits for any reason, including lack of supporting documentation, the Director shall temporarily delete the disputed item and pay the remainder of the invoice. The Director shall promptly notify Contractor of the dispute and request remedial action. After any dispute is settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

4.04 **LIMIT OF APPROPRIATION**

4.04.1 The City's duty to pay money to Contractor under this Agreement is limited in its entirety by the provisions of this Section.

4.04.2 In order to comply with Article II, Sections 19 and 19a of the City's Charter and Article XI, Section 5 of the Texas Constitution, the City has appropriated and allocated the sum of **\$650,000.00** to pay money due under this Agreement during the City's current fiscal year (the "Original Allocation"). The executive and legislative officers of the City, in their discretion, may allocate supplemental funds (each a "Supplemental Allocation" and collectively, the "Supplemental Allocations") for this Agreement, but they are not obligated to do so. Therefore, the Parties have agreed to the following procedures and remedies:

4.04.2.1 The City has not allocated supplemental funds or made a Supplemental Allocation for this Agreement unless the City has issued to Contractor a

Service Release Order, or similar form approved by the City Controller, containing the language set out below. When necessary, the Supplemental Allocation shall be approved by motion or ordinance of City Council.

NOTICE OF SUPPLEMENTAL ALLOCATION OF FUNDS

By the signature below, the City Controller certifies that, upon the request of the Director, the supplemental sum set out below has been allocated for the purposes of the Agreement out of funds appropriated for this purpose by the City Council of the City of Houston. This Supplemental Allocation has been charged to such appropriation.

\$ _____

4.04.2.2 The Original Allocation plus all Supplemental Allocations are the "Allocated Funds." The City shall never be obligated to pay any money under this Agreement in excess of the Allocated Funds. Contractor must assure itself that sufficient allocations have been made to pay for services it provides. If Allocated Funds are exhausted, Contractor's only remedy is suspension or termination of its performance under this Agreement, and it has no other remedy in law or in equity against the City and no right to damages of any kind.

4.05 **ACCESS TO SITE**

4.05.1 Contractor may enter and leave the premises at all reasonable times without charge. Contractor and its employees may use the common areas and roadways of the premises where it is to perform the services together with all facilities, equipment, improvements, and services provided in connection with the premises for common use. This excludes parking for Contractor's personnel. Contractor shall repair any damage caused by it or its employees as a result of its use of the common areas.

4.06 **ACCESS TO DATA**

4.06.1 The City shall, to the extent permitted by law, allow Contractor to access and make copies of documents in the possession or control of the City or available to it that are reasonably necessary for Contractor to perform under this Agreement.

4.06.2 The City does not, however, represent that all existing conditions are fully documented, nor is the City obligated to develop new documentation for Contractor's use.

4.06.3 For any raw data created, assembled, used, maintained, collected, or stored by

Contractor for or on behalf of the City, Contractor shall provide the City either the raw data itself or the ability to extract the raw data in a format mutually agreed upon by both Parties at no additional cost to the City.

ARTICLE 5. TERM AND TERMINATION

5.01 AGREEMENT TERM

5.01.1 This Agreement is effective on the Countersignature Date and shall remain in effect three (3) years, unless sooner terminated under this Agreement (the "Initial Term").

5.02 NOTICE TO PROCEED

5.02.1 Contractor shall begin performance under this Agreement on the date specified in a Notice to Proceed from the CPO or Director.

5.03 RENEWALS

5.03.1 Upon expiration of the Initial Term, and so long as the City makes sufficient supplemental allocations, this Agreement will be automatically renewed for two (2) successive 1-year terms on the same terms and conditions. If the Director chooses not to renew this Agreement, he or she shall notify Contractor and the CPO of non-renewal at least 30 days before the expiration of the then-current term.

5.04 TERMINATION FOR CONVENIENCE BY CITY

5.04.1 The Director may terminate this Agreement at any time by giving 30 days' written notice to Contractor, with a copy of the notice to the CPO. The City's right to terminate this Agreement for convenience is cumulative of all rights and remedies, which exist now or in the future.

5.04.2 On receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement and cancel all existing orders and subcontracts that are chargeable to this Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice showing in detail the services performed under this Agreement up to the termination date. The City shall then pay the fees to Contractor for services actually performed, but not already paid for, in the same manner as prescribed in this Agreement unless the fees exceed the allocated funds remaining under this Agreement.

5.04.3 TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR'S ONLY REMEDIES FOR THE CITY'S TERMINATION FOR CONVENIENCE, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT.

CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT AS SPECIFIED IN THIS SECTION), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE CITY'S TERMINATION FOR CONVENIENCE.

5.05 **TERMINATION FOR CAUSE BY CITY**

5.05.1 If Contractor defaults under this Agreement, the Director may terminate this Agreement after providing Contractor written notice and an opportunity to cure the default as provided below. The City's right to terminate this Agreement for Contractor's default is cumulative of all rights and remedies that exist now or in the future. Default by Contractor occurs if:

5.05.1.1 Contractor fails to perform any of its material duties under this Agreement;

5.05.1.2 Contractor becomes insolvent;

5.05.1.3 all or a substantial part of Contractor's assets are assigned for the benefit of its creditors; or

5.05.1.4 a receiver or trustee is appointed for Contractor.

5.05.2 If a default occurs and the Director determines that the City wishes to terminate the Agreement, then the Director must deliver a written notice to Contractor describing the default and the proposed termination date, with a copy of the notice to the CPO. The date must be at least 30 days after Contractor receives notice. The Director, at his or her sole option, may extend the termination date to a later date. If Contractor cures the default before the proposed termination date, then the proposed termination is ineffective. If Contractor does not cure the default before the termination date, then the Director may terminate this Agreement on the termination date, at no further obligation of the City.

5.05.3 To effect final termination, the Director must notify Contractor in writing, with a copy of the notice to the CPO. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement and promptly cancel all orders or subcontracts chargeable to this Agreement.

5.06 **TERMINATION FOR CAUSE BY CONTRACTOR**

5.06.1 Contractor may terminate its performance under this Agreement only if the City defaults and fails to cure the default after receiving written notice of it. Default by the City occurs if the City fails to perform one or more of its material duties under this Agreement. If a default occurs and Contractor wishes to terminate the Agreement, then Contractor must deliver a written notice to the Director describing

the default and the proposed termination date. The date must be at least 30 days after the Director receives the notice. Contractor, at its sole option, may extend the proposed termination date to a later date. If the City cures the default before the proposed termination date, then the proposed termination is ineffective. If the City does not cure the default before the proposed termination date, then Contractor may terminate its performance under this Agreement on the termination date

5.07 **REMOVAL OF CONTRACTOR OWNED EQUIPMENT AND MATERIALS**

5.07.1 Upon expiration or termination of this Agreement, Contractor is permitted 10 days within which to remove contractor-owned material and equipment from the City's premises. This City shall make such material and equipment readily available to Contractor. The time period may be extended upon approval by the Director. The City reserves the right to deny any extension of time.

ARTICLE 6. MISCELLANEOUS

6.01 **INDEPENDENT CONTRACTOR**

6.01.1 Contractor shall perform its obligations under this Agreement as an independent contractor and not as an employee of the City.

6.02 **FORCE MAJEURE**

6.02.1 Timely performance by both Parties is essential to this Agreement. However, neither Party is liable for reasonable delays in performing its obligations under this Agreement to the extent the delay is caused by Force Majeure that directly impacts the City or Contractor. The event of Force Majeure may permit a reasonable delay in performance but does not excuse a Party's obligations to complete performance under this Agreement. Force Majeure means: fires, interruption of utility services, epidemics in the City, floods, hurricanes, tornadoes, ice storms and other natural disasters, explosions, war, terrorist acts against the City or Contractor, riots, strikes, court orders, and the acts of superior governmental or military authority, and which the affected Party is unable to prevent by the exercise of reasonable diligence. The term does not include any changes in general economic conditions such as inflation, interest rates, economic downturn, or other factors of general application, or an event that merely makes performance more difficult, expensive, or impractical. Force Majeure does not entitle Contractor to extra reimbursable expenses or payment.

6.02.2 This relief is not applicable unless the affected Party does the following:

6.02.2.1 uses due diligence to remove the effects of the Force Majeure as quickly as possible and to continue performance notwithstanding the Force Majeure; and

6.02.2.2 provides the other Party with prompt written notice of the cause and its anticipated effect.

6.02.3 The Director will review claims that a Force Majeure that directly impacts the City or Contractor has occurred and render a written decision within 14 days.

6.02.4 The City may perform contract functions itself or contract them out during periods of Force Majeure. Such performance is not a default or breach of this Agreement by the City.

6.02.5 If the Force Majeure continues for more than 7 days from the date performance is affected, the Director may terminate this Agreement by giving 7 days' written notice to Contractor. This termination is not a default or breach of this Agreement. **CONTRACTOR WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE UNDER THE AGREEMENT UP TO THE TIME THE WORK IS HALTED DUE TO FORCE MAJEURE.**

6.03 **SEVERABILITY**

6.03.1 If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either Party.

6.04 **ENTIRE AGREEMENT**

6.04.1 This Agreement merges the prior negotiations and understandings of the Parties and embodies the entire agreement of the Parties with respect to this subject matter hereof. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kind exist between the Parties regarding this Agreement.

6.05 **WRITTEN AMENDMENT**

6.05.1 Unless otherwise specified elsewhere in this Agreement, this Agreement may be amended only by written instrument executed on behalf of the City (by authority of an ordinance adopted by the City Council) and Contractor. The Director is only authorized to perform the functions specifically delegated to him or her in this Agreement.

6.06 **APPLICABLE LAWS**

6.06.1 This Agreement is subject to the laws of the State of Texas, the City Charter and

Code of Ordinances, the laws of the federal government of the United States, and all rules and regulations of any regulatory body or officer having jurisdiction.

6.06.2 Venue for any litigation relating to this Agreement is Harris County, Texas.

6.07 **NOTICES**

6.07.1 All notices to either Party to the Agreement must be in writing and must be delivered by hand, facsimile, United States registered or certified mail, return receipt requested, United States Express Mail, Federal Express, UPS, or any other national overnight express delivery service. The notice must be addressed to the Party to whom the notice is given at its address set out in Article 1 of this Agreement or other address the receiving Party has designated previously by proper notice to the sending Party. Postage or delivery charges must be paid by the Party giving the notice.

6.08 **CAPTIONS**

6.08.1 Captions contained in this Agreement are for reference only and therefore have no effect in construing this Agreement. The captions are not restrictive of the subject matter of any section in this Agreement.

6.09 **NON-WAIVER**

6.09.1 If either Party fails to require the other to perform a term of this Agreement, that failure does not prevent the Party from later enforcing that term and all other terms. If either Party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement.

6.09.2 An approval by the Director, or by any other employee or agent of the City, of any part of Contractor's performance does not waive compliance with this Agreement or establish a standard of performance other than that required by this Agreement and by law. The Director is not authorized to vary the terms of this Agreement.

6.10 **INSPECTIONS AND AUDITS**

6.10.1 City representatives may perform, or have performed: (i) audits of Contractor's books and records; and (ii) inspections of all places where work is undertaken in connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least three years after this Agreement terminates. If the books and records are located outside of Harris County, Texas, Contractor agrees to make them available in Harris County, Texas. This provision does not affect the applicable statute of limitations.

6.11 **ENFORCEMENT**

6.11.1 The City Attorney or his or her designee may enforce all legal rights and obligations under this Agreement without further authorization. Contractor shall provide to the City Attorney all documents and records that the City Attorney requests to assist in determining Contractor's compliance with this Agreement, with the exception of those documents made confidential by federal or State law or regulation.

6.12 **AMBIGUITIES**

6.12.1 If any term of this Agreement is ambiguous, it shall not be construed for or against any Party on the basis that the Party did or did not write it.

6.13 **SURVIVAL**

6.13.1 Contractor shall remain obligated to the City under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including, but not limited to, the indemnity provisions.

6.14 **PUBLICITY**

6.14.1 Contractor shall make no announcement or release of information concerning this Agreement unless the release has been submitted to and approved, in writing, by the Director.

6.15 **PARTIES IN INTEREST**

6.15.1 This Agreement does not bestow any rights upon any third party, but binds and benefits the City and Contractor only.

6.16 **SUCCESSORS AND ASSIGNS**

6.16.1 This Agreement binds and benefits the Parties and their legal successors and permitted assigns; however, this provision does not alter the restrictions on assignment and disposal of assets set out in the following paragraph. This Agreement does not create any personal liability on the part of any officer or agent of the City.

6.17 **BUSINESS STRUCTURE AND ASSIGNMENTS**

6.17.1 Contractor shall not assign this Agreement at law or otherwise or dispose of all or substantially all of its assets without the Director's prior written consent. Nothing in this clause, however, prevents the assignment of accounts receivable or the creation of a security interest under Section 9.406 of the Texas Business &

Commerce Code. In the case of such an assignment, Contractor shall immediately furnish the Director and CPO with proof of the assignment and the name, telephone number, and address of the Assignee and a clear identification of the fees to be paid to the Assignee.

6.17.2 Contractor shall not delegate any portion of its performance under this Agreement without the Director's prior written consent.

6.18 **REMEDIES CUMULATIVE**

6.18.1 Unless otherwise specified elsewhere in this Agreement, the rights and remedies contained in this Agreement are not exclusive, but are cumulative of all rights and remedies that exist now or in the future. Neither Party may terminate its duties under this Agreement except in accordance with its provisions.

6.19 **CONTRACTOR DEBT**

6.19.1 IF CONTRACTOR, AT ANY TIME DURING THE TERM OF THIS AGREEMENT, INCURS A DEBT, AS THE WORD IS DEFINED IN SECTION 15-122 OF THE HOUSTON CITY CODE OF ORDINANCES, IT SHALL IMMEDIATELY NOTIFY THE CITY CONTROLLER IN WRITING. IF THE CITY CONTROLLER BECOMES AWARE THAT CONTRACTOR HAS INCURRED A DEBT, HE OR SHE SHALL IMMEDIATELY NOTIFY CONTRACTOR IN WRITING. IF CONTRACTOR DOES NOT PAY THE DEBT WITHIN 30 DAYS OF EITHER SUCH NOTIFICATION, THE CITY CONTROLLER MAY DEDUCT FUNDS IN AN AMOUNT EQUAL TO THE DEBT FROM ANY PAYMENTS OWED TO CONTRACTOR UNDER THIS AGREEMENT, AND CONTRACTOR WAIVES ANY RECOURSE THEREFOR. CONTRACTOR SHALL FILE A NEW AFFIDAVIT OF OWNERSHIP, USING THE FORM DESIGNATED BY CITY, BETWEEN FEBRUARY 1 AND MARCH 1 OF EVERY YEAR DURING THE TERM OF THIS AGREEMENT.

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EXHIBIT "A"

SCOPE OF SERVICES

1.0 SCOPE OF SERVICES

1.1 Contractor shall provide the City with the following:

- 1.1.1 Prepress services, which shall include but are not limited to providing layout, typesetting, and negative and/or plate from camera-ready or custom-designed artwork;
- 1.1.2 Printing services, which shall include the copying, imaging, scanning, lithographic printing, offset printing (including spot color and 4-color process), business cards, letterheads, envelopes, newsletters, promotional items, invitations, brochures, wide-format printing, and any other printing job required by the Director or the designated City personnel;
- 1.1.3 Bindery services, which shall include cutting, folding, collating, die cutting, perforating, scoring, and numbering;
- 1.1.4 Fee-based services, which shall include database management and administration, records management, large format printing (e.g., banners or signs), signage, graphic design, microfilming, variable data printing, DVD/CD duplication, and fulfillment and U.S. mail services;
- 1.1.5 Imaging services, which shall include but are not limited to document preparation, scanning, file conversion (e.g., OCR, ICR, TIFF, PDF), coding, indexing, digitizing, quality control, and transferring of data to digital media and/or film;
- 1.1.6 Administrative services, including account management, marketing, customer training and education, client consultation, customer service, scheduling and coordination of outsourced and/or contracted printing;
- 1.1.7 Where applicable and requested by the Director or a designated City personnel, provide recommendations on solutions that are tailored to meet the needs of a particular order; and
- 1.1.8 An online portal to enable City personnel to transfer files electronically and conduct online proofing.

2.0 PRINTING PROCEDURE

- 2.1 The Director may designate the appropriate City personnel from each City department to make orders and receive products.
- 2.2 Contractor shall notify the designated City personnel of any order that Contractor estimates would take longer than three weeks to complete.
- 2.3 Contractor shall receive print orders electronically, such as by email, from various City departments.
- 2.4 The Director may provide to Contractor camera-ready artwork, original artwork, or media-storage device or disc. Upon receiving authorization from the appropriate designee of a City department, Contractor shall promptly process each print order.
- 2.5 Upon the request from the Director, Contractor shall return any artwork, media-storage device or disc, or other item provided to Contractor from the City. Within 30 days of the expiration or termination of this Agreement, Contractor shall provide to the Director all electronic or hard copy version of files Contractor has created for the City.
- 2.6 At Contractor's own expense, Contractor shall replace any negatives that are not complete and in reasonably good condition upon returning such negatives to the City.
- 2.7 **Prepress proofing.**
 - 2.7.1 Contractor shall submit prepress proofs along with the original for the review and approval of the designated City personnel who placed the order.
 - 2.7.2 Contractor shall obtain written approval by the designated City personnel before fulfilling each print order.
 - 2.7.3 Contractor shall not process each print order until Contractor has obtained corrected proofs along with an approval form that states whether the copy is "OK", "OK with corrections," or "Revised Proof Required" and has received the master set from the appropriate designated City personnel.
- 2.8 **Press proofs.**
 - 2.8.1 Upon receiving a written request by a designated City personnel, Contractor shall provide press proofs to the designated City personnel. The designated City personnel will be present at the printing press to perform an inspection of the press sheet prior to printing.
 - 2.8.2 For press time lost due to new alterations or corrections, Contractor may invoice the City only at Contractor's current rates for such time.

2.9 Substrates.

- 2.9.1 Contractor shall recommend to the designated City personnel placing a print or copy order of paper products from Contractor's inventory of house brands to enable the City to take advantage of savings from reduced costs.
- 2.9.2 Contractor shall advise designated City personnel placing orders of special paper for a project about any additional time that may be required for Contractor to complete the order based on the availability of paper from local suppliers.
- 2.9.3 Contractor shall obtain approval by the designated City personnel before substituting a comparable house brand due to the requested type of paper not being in stock in time for Contractor to meet a deadline.

2.10 Numbering.

- 2.10.1 Where a print order requires numbering, the designated City personnel will specify the beginning number(s) and ending number(s) and the color in which the numbers must be printed by Contractor. Contractor shall accept a combination of letters or numerals or both.
- 2.10.2 Where a print order requires numbering, Contractor shall package such print orders in numerical sequence, clearly mark on the label the beginning number and ending number contained in each package, and ensure the numbers printed match the numbers requested in the City's print order. The City may reject all packages that are missing numbers. Contractor shall provide delivery tickets and invoices with the beginning number and ending number for the print order clearly visible.

2.11 Overages and shortages.

- 2.11.1 When there is a cost underrun, Contractor shall bill the City for the actual quantity of printed materials delivered to the City. Contractor shall not bill the City, and the City will not pay, for any overage on any print order.

2.12 Packaging.

- 2.12.1 Contractor shall package printed materials in corrugated cartons, or other appropriate material, that weigh no more than 40 pounds per carton.
- 2.12.2 Contractor shall secure each print order by box, strap, shrink-wrap or rubber band.

2.12.3 Contractor shall clearly label each carton with the print request number, content, and quantity.

2.12.4 Contractor shall deliver 10 samples of each print order job to the designated City personnel.

2.13 Delivery charges and acceptance.

2.13.1 Contractor shall be responsible for delivery costs.

2.13.2 The City will accept deliveries during business hours on a Business Day.

2.13.3 For the City's request for any rush or special orders, Contractor shall provide for the City's review and approval of a written quote. No order will be made and no payment will be provided by the City unless the City has provided written acceptance of Contractor's price quote for each rush or special order.

2.14 Other services. A City department may place an order for the following services by a designated City personnel sending a written request for a price quote and delivery time from Contractor. No order will be made and no payment will be provided by the City unless the City has provided written acceptance of Contractor's price quote and delivery time.

2.14.1 Electronic imaging;

2.14.2 Document imaging;

2.14.3 Variable data (e.g., a mass mailing where each copy of a document contains personalized information, such as the recipient's name);

2.14.4 Large format printing;

2.14.5 Banner or signage;

2.14.6 Fulfillment (e.g., Contractor shall store the printed material and delivers to the partial orders to the City on an as-needed basis);

2.14.7 Postal services (e.g., Contractor shall print address labels, bundle printed material by zip code, and provide delivery services);

2.14.8 Graphic design services; or

2.14.9 Other related services.

3.0 STANDARDS AND PRODUCTION TIMES

- 3.1 Contractor shall provide the following three standards of printing quality at the production times stated herein:
 - 3.1.1 Basic Quality Printing using flat ink colors for standard materials that provides photographs that are recognizable but may lack some details of the originals. Contractor shall use Basic Quality Printing to print items that include but are not limited to City forms, continuous feed forms, NCR forms, business cards, and quick copy services. Production time shall be 3-5 days for routine orders and 2 days for expedited orders.
 - 3.1.2 Good Quality Printing that exhibits strong colors on standard materials, in which color photos are reproduced in color and black-and-white photographs have sharp resolution. Contractor shall use Good Quality Printing to print items that include but are not limited to City newsletters, directories and color forms. Production time shall be 5-7 days for routine orders and 3 days for expedited orders.
 - 3.1.3 Premium Quality Printing, or high-resolution printing, with any halftones printed at 175 to 300 line screens, for high-grade materials, sharp black-and-white photographs, and color photographs that match the transparencies. Contractor shall use Premium Quality Printing to print items that include but are not limited to City brochures, special event notices, invitations and annual reports. Production time shall be 7-10 days for routine orders and 5 days for expedited orders.

EXHIBIT "B"**FEE RATES**

Pre-press / graphic services	\$80.00 per hour
Storefront on-line ordering site	No cost
Basic-Digimaster Press 1/1 (Click charge)	\$0.09 Per side of a 11x17 sheet
Good-Digital Press 4/4 (Click charge)	\$0.18 Per side of a 12x18 sheet
Premium-40" Offset Press (Large) 6 color Set up	\$505.80
Premium-29" Offset Press (Medium) 6 color Set up	\$421.88
Premium-14" Offset Press (Small) 4 color Set up	\$337.50
Per Hour run time of offset presses	\$337.50 per hour
Bindery set up fees – Folder / stitching	\$73.13
Bindery set up fees – Die cutting / scoring	\$55.88
Per Hour run time in Bindery	\$146.25 per hour

Printed Ad Type	Size	# of Issues	Cost	
Quarterly Newsletter, Title: City Savvy, 12-Page, four-color process, 100# Gloss Book (House Stock OK), Bleeds: Yes, Provided by the City in PDF on a Flash Drive, Finishing: Folds to 11"X17", then 11"X8.5"	Page Size: 11" X 17" Flat Size: 22" X 17"	Four Times per Year, Quarterly 7,000 (varies)	\$	per issue 7,000 QTY \$4744.50
Annual Booklet, 64-Page including Cover, 4-Page Cover, two-color process, Stock Pages: 60# book (House Stock OK), Stock Cover: 80# Gloss Cover (House Stock OK), Bleeds: No, Colors: 1 PMS plus Black, Finishing: Fold, Collate and Stitch, Provided by the City in PDF on a Flash Drive	Page Size: 8.5" X 11" Flat Size: 11" X 17" Finished Size: 8.5" X 11"	Annually, Quantities of 1,000 to 5,000	\$	per issue 1,000 QTY \$2230.00 2,000 QTY \$3174.00 3,000 QTY \$4132.00 4,000 QTY \$5066.00 5,000 QTY \$5950.00
Annual Booklet, 16-Page Self Cover, one-color process, Stock Pages: 60# Book (House Stock OK), Cover: N/A, Bleeds: No, Color: Black, Finishing: Fold, Collate and Stitch; Provided by the City in PDF on a Flash Drive	Page Size: 8.5" X 11" Flat Size: 11" X 17" Finished Size: 8.5" X 11"	Annually, Quantities of 10,000, 20,000 and 50,000	\$	per issue 10,000 QTY \$2486.00 20,000 QTY \$4239.00 50,000 QTY \$9492.00
Quarterly Brochure, Title: Pension Press, 8-Pages, four-color process, Stock Pages: 100# Gloss Book (House Stock OK), Bleeds: Yes, Cover: N/A, Finishing: Fold and Stitch, Provided by the City in PDF on a Flash Drive	Page Size: 8.5" X 11" Flat Size: 11" X 17" Finished Size: 8.5" X 11"	Quarterly, Quantities of 5,000, 10,000 and 25,000	\$	per issue 5,000 QTY \$1946.00 10,000 QTY \$2864.00 25,000 QTY \$5711.00
Annual 6-Page, Trifold Brochure, Title: SWM Tree Waste Brochure, four-color process, Stock Pages: 100# Gloss Book (House Stock OK), Bleeds: Yes, Cover: N/A, Stock Cover: N/A, Finishing: Trim and Fold, Provided by the City in PDF on a Flash Drive	Page Size: 3.6" X 8.5" Flat Size: 8.5" X 11" Finished Size: Tri-folded to 3.6" X 8.5"	Annually, Quantities of 5,000, 10,000 and 25,000	\$	per issue 5,000 QTY \$940.00 10,000 QTY \$1250.00 25,000 QTY \$2070.00

Annual 6-Page, Tri-folded, two-color process, Cover: N/A, Colors: 1 PMS Plus K/Same, Bleeds: No, Stock Pages: 60# Book, Stock Cover: N/A, Finishing: Trim and Fold, Provided by the City in PDF on a Flash Drive	Page Size: 3.6" X 8.5" Flat Size: 8.5" X 11" Finished Size" Tri-Folded to 3.6" X 8.5"	Annually, Quantities of 5,000, 10,000 and 25,000	\$ per issue 5,000 QTY \$673.00 10,000 QTY \$874.00 25,000 QTY \$1536.00
Envelope, 1 PMS Color, Bleeds: No, Stock Page: 20# Bond or 50# Offset or Equal, Stock Cover: N/A, Finishing N/A, Provided by the City in PDF on a Flash Drive	Page Size: #10 Flat Size: #10 Finished Size: #10	Annually, Quantities of 5,000, 10,000 and 25,000	\$ per envelope 5,000 QTY \$455.00 10,000 QTY \$687.00 25,000 QTY \$1327.00
Annual, Form, 3-Part NCR, Colors: Black/0, Bleeds: No, Finishing: Padded, Cover: N/A, Provided by the City in PDF on a Flash Drive	Page Size: 8.5" X 11" Flat Size: 8.5" X 11" Finished Size: 8.5" X 11"	Annually, Quantities of 5,000, 10,000 and 25,000	\$ per box 5,000 QTY \$752.00 10,000 QTY \$1261.00 25,000 QTY \$2695.00
Business Cards (2/1), Pages: 2-Sided, Colors: 2 PMS/1PMS (PMS is Same as Side 1), Bleeds: No, Stock Pages: N/A, Stock Cover: 80# Uncoated Cover, Note: 1 PMS is Same as 1 Color Card, Provided by the City in PDF on a Flash Drive	Finished Size: Standard Finishing: Trim	Box of 500 Approximately 200 Names per Month	\$ per box 500 QTY \$35.00
Business Cards, 1-Color, Color: 1-PMS, Bleeds: No, Stock Cover: 80# Uncoated Cover, Note: PMS is the Same as 2-Color Card and 2/1 Card, Provided by the City in PDF on a Flash Drive	Finished Size: Standard Finishing: Trim	Box of 500 Approximately 150 Names per Month	\$ per box 500 QTY \$30.00

Contractor shall charge for costs of paper or supplies at a mark-up of no more than 15 percent. Where the City provides a written request for a rush order, Contractor shall not charge an additional fee of more than 10 percent and the City shall not pay any additional fee unless the City has approved such fee in writing. Unless otherwise instructed, Contractor shall cause delivery to be made to the following location:

City of Houston
611 Walker Street
Houston, Texas 77002

EXHIBIT "C"

DRUG POLICY COMPLIANCE AGREEMENT

I, Rose Mary Bundscho, Owner / President
(Name) (Title)

as an owner or officer of Bayside Printing, Inc. (Contractor)
(Name of Company)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed:

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

10/12/18
Date

Rose Mary Bundscho
Contractor Name

Rose Mary Bundscho
Signature

Owner / President
Title

EXHIBIT "D"

CONTRACTOR'S CERTIFICATION OF NO SAFETY IMPACT POSITIONS

IN PERFORMANCE OF A CITY CONTRACT

I, Rose Mary Bundscho, Owner / President,
(Name) (Title)

as an owner or officer of Bayside Printing, Inc. (Contractor)
(Name of Company)

have authority to bind the Contractor with respect to its bid, and hereby certify that Contractor has no employee safety impact positions, as defined in §5.18 of Executive Order No. 1-31, that will be involved in performing _____
(Project)

Contractor agrees and covenants that it shall immediately notify the City of Houston Director of Human Resources if any safety impact positions are established to provide services in performing this City Contract.

10/12/18
(Date)

Rose Mary Bundscho
(Typed or Printed Name)

Rose Mary Bundscho
(Signature)

Owner / President
(Title)

EXHIBIT "E"

DRUG POLICY COMPLIANCE DECLARATION

I, Rose Mary Bundscho, Owner/President as an owner or officer of Bayside Printing, Inc. (Contractor)
 (Name) (Print/Type) (Title) (Name of Company)
 have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding 6 months from June to Jan., 2019.

RMB
 Initials A written Drug Free Workplace Policy has been implemented and employees notified. The policy meets the criteria established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Policy).

RMB
 Initials Written drug testing procedures have been implemented in conformity with the Mayor's Drug Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31. Employees have been notified of such procedures.

RMB
 Initials Collection/testing has been conducted in compliance with federal Health and Human Services (HHS) guidelines.

RMB
 Initials Appropriate safety impact positions have been designated for employee positions performing on the City of Houston contract. The number of employees in safety impact positions during this reporting period is _____.

From _____ to _____ the following test has occurred
 (Start date) (End date)

	<u>Random</u>	<u>Reasonable Suspicion</u>	<u>Post Accident</u>	<u>Total</u>
Number Employees Tested	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Number Employees Positive	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Percent Employees Positive	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

RMB
 Initials Any employee who tested positive was immediately removed from the City worksite consistent with the Mayor's Policy and Executive Order No. 1-31.

RMB
 Initials I affirm that falsification or failure to submit this declaration timely in accordance with established guidelines will be considered a breach of contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration are within my personal knowledge and are true and correct.

10/12/18
 (Date)

Rose Mary Bundscho
 (Typed or Printed Name)

Rose Mary Bundscho
 (Signature)

Owner / President
 (Title)

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

Text DR17, INV 59878, MAY 2019, 2028093

IO (A/P sales tax, 0%)

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 C* 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 Bal. 0.00

Basic data Payment Details Workflow Tax Withholding tax

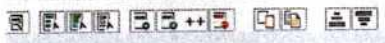
BaselineDt 02/21/2020 Payt Terms 0001 Days
 Due on 02/21/2020 Days
 Days net

Disc.base USD To be calculd Fixed
 Pmnt Method Pmnt Block Free for payment
 PmntCurry Pmnt/c amt
 Inv.ref. Payment Ref.

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

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 <u>5030</u>	FUND _____	FUND _____
COST CENTER <u>3200030002</u>	COST CENTER _____	COST CENTER _____
GL ACCOUNT <u>511055</u>	GL ACCOUNT _____	GL ACCOUNT _____
BUS AREA _____ 3200	BUS AREA _____	BUS AREA _____
INT ORDER <u>BH 32000 77-19</u>	INT ORDER _____	INT ORDER _____
BFY <u>FY2020</u>	BFY _____	BFY _____
GRANT # <u>320000 77-19</u>	GRANT # _____	GRANT # _____
AMOUNT (\$) <u>\$502.49</u>	AMOUNT (\$) _____	AMOUNT (\$) <u>\$0.00</u>
FUNDING APPROVAL _____	FUNDING APPROVAL _____	FUNDING APPROVAL _____

Additional Comments

REQUESTED BY: A. Calhoun

DATE 2/24/2020

FUNDING BY:

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: 11/21/19



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

[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
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 77055-2822
Phone: (713) 261-5500 Fax: (713) 261-5555

Handwritten text or stamp in the top right corner.

Customer Name: [illegible]
Address: [illegible]
City: [illegible]
State: [illegible]
Zip: [illegible]
Ship Via: [illegible]
Customer PO: [illegible]
Buyer Name: [illegible]
Buyer Title: [illegible]

Ship To: [illegible]
City of Houston - Houston
Houston TX 77002
Phone: (713) 2-1111

Comments: [illegible]

Item Description	Quantity	Unit Price	Total Price
[illegible]	1	2,800	2,800
[illegible]	1	1,200	1,200
Total Shipped of 2,000 ordered			

Handwritten signature or date: 5-16-2017

Handwritten signature

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
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Environmental & Infrastructure
Cell: 979-777-5225
jo.carroll@aptim.com

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www.APTIM.com

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 follow-up in a separate email.

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 follow-up in a separate email.



APTIM
1234567890
1234567890
1234567890
1234567890
1234567890

EXHIBIT 2 (REV. 12/15)

This exhibit is for the use of the contractor to provide a detailed description of the work to be performed under the contract.

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 follow-up in a separate email.

[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

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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

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



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: <i>Bayside Printing-1900940166</i>	Controller's Office Received by:	Date Received:
1.			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 Mayr'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 _____

Quote # _____
Job # _____

Total Price
\$ 30

Invoice # _____
Notes _____

DELIVERY INSTRUCTIONS

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

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

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 <input type="checkbox"/> 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 **HEND**

Division **Disaster Recovery**

Section **Disaster Recovery**

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

Telephone # **832-394-6149**
E-mail **andrea.smith@houston.gov**

Dept./Div. Mgr. Signature
[Signature]

G/L Account #
520515

Cost Center #
320030008

Order #
BD320077-19

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.

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 MAYOR'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**

Cost Center # **3200030002**

Order # **BD3200077-19**

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.

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? _____	Image: <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided
Finished Job Size: <input checked="" type="checkbox"/> 4" x 5" <input type="checkbox"/> 5" x 8" <input type="checkbox"/> 8" x 11" <input type="checkbox"/> 8" 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 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	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 Mary'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 **\$ 30** Invoice # _____
 Notes _____

DELIVERY INSTRUCTIONS

Customer Pick Up
 Delivery \$25.00 Fee
 Address _____
[Signature]
1/15/19

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
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	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
 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	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>
--------------------------------	------------------------------------	--------------------------------	-----------------------	--------------------------------	---------------------------------

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 Anabella 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
Finished Job Size: <input checked="" type="checkbox"/> 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 _____	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 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	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>	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 <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
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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 # **3200030002**

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 _____ 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 _____
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./Djv. 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 **Bontemp**

Std. Memo Pads Only

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

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 _____

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 _____

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 MAYRA'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 **\$ 30** Invoice # _____
Notes _____

Packaging:
 Band Shrink Wrap
 Plastic/Styro Other _____

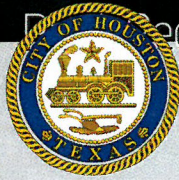
DELIVERY INSTRUCTIONS

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 *

832 394-6123
Area Code Phone Number

Department

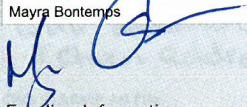
Housing and Community Development

Division

Disaster Recovery

Section

Division Manager *

Mayra Bontemps


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 Torrerros-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.**

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 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.

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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



PrintRequest

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

Example: 38000125-2019

Fund Number *

5030

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

Standard Business Card

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

M. Owens 4/25/19

AK

JP

Out 4/29/19



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
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

1202989077

**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.**

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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)
-------	------------	------------	----	--------------------------

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

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 & Community Development

Name No Name

Title Housing Specialist

Mailing Address 2100 Travis Street, 4th Floor, Houston, Texas 77002

Office location (if different than mailing address) _____

Phone 832-393-0550 Fax _____ Cell _____

E-mail housingrecovery@houstontx.gov Web site 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
 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 *[Signature]*

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

[Handwritten signature]
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

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 1/1/20

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

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
Guilroy*

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 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	8/21/19
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 Company, Inc

16 Lockhaven Drive
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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
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
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

1203037233

1203037234



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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



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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



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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

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

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

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	66039

City of Houston
P.O. Box 1562
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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

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

City of Houston
P.O. Box 1562
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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

Invoice #	60561
Invoice Date	8/23/19
Date Shipped	8/19/19
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

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	66082

City of Houston
 P.O. Box 1562
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Payment Method - Accounting Code: Cost Center 200 40022
 Fund 830

Quantity	Description	Unit Price	UM	Amount
250	Job#66082DSF 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

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	66089

City of Houston
P.O. Box 1562
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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

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	66097

City of Houston
P.O. Box 1562
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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



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	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



Bayside Printing Co., 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	66123

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#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



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	8/21/19
Ship Via	Local Delivery Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66131

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

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 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 Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66139

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

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

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

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



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 Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66171

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

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 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	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.

16 Lockhaven Drive
Houston, TX 77037-3550
Phone: (281) 209-9500
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	66217

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 Taye) - 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

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 Baysi
Salesperson	David Solis
Terms	Net 30 Days
P. . Number	
Job Number	66223

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

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

Quantity	Description	Unit Price	UM	Amount
Thank you for your business!				
		Subtotal		\$15,309.38
		Sales Tax 8.25%		\$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:
ity of Houston
P.O. Box 1562
Houston, TX 77251-1562

60717	1203049260	1203049260	65	DSF Order 3177 Business Card (Carmen Rosaya)
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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	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
Descriptive Name for this Job *C. Rosaya*

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
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.

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 4110


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 & 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 Company, 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	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

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	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
 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
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 Company, 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 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.

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

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.

[Handwritten signature]
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


500

*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: [Signature] 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

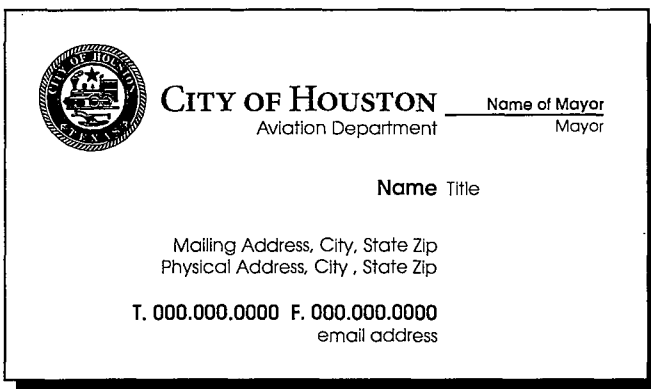
Submit


FOR PRINT SHOP USE ONLY

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.



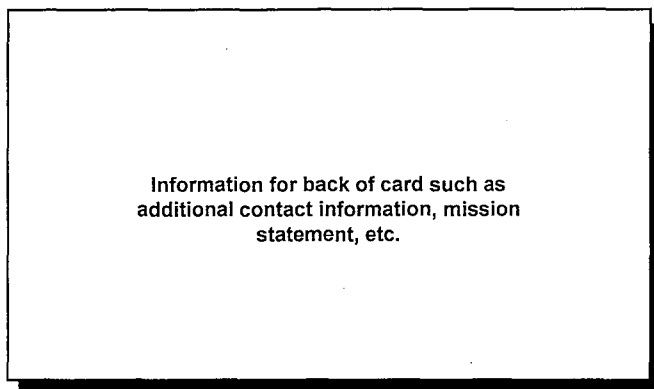
 **CITY OF HOUSTON** Name of Mayor
Aviation Department Mayor

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
<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 & 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@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: 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:  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

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 & Community Development

Name Shirema Dumas

Title _____

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

Office location (if different than mailing address) _____

Phone 832-394-6329 Fax _____ Cell _____

E-mail shirema.dumas@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: 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

SAP Grant Number
32000077-2019
Example: 38000125-2019

Fund Number
5030 *4/3/19*

*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

Color
City of Houston Blue

Size
Custom

Paper

Finishing Instructions

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

Dept 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:

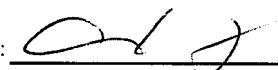
Job Description: **DSF Order 3179 Business Card (Overtyne Thierry)**
Cost Center#3200030002;Internal Order#BD3200077-19;Business Area#3200;Fund#5030;Grant#32000077-2019;

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:  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

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 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
Paper

Color
City of Houston Blue
Finishing Instructions

Size
Custom
Padding Instructions

Mounting Instructions

Packaging 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

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 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 *AM*

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 mlw

*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

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 & 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
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
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

1203049674

1203049675

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 ays
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 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	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 1203050229	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



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

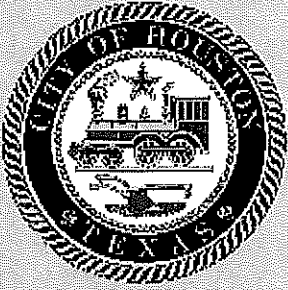
Example: 38000125-2019

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

JK

Oct 4/5/19

430



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 :

 181956

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: 

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 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 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 2000010019
Fund 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
Houston, TX 77073-5500
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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.

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 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.

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 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

Scott 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

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

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

JS

Dee

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.

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 Jorge Moor

Title ~~Mayor~~

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 832-394-6209 Fax _____ Cell 713-859-3963

E-mail Jorge.Moor@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: 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 832-399-9500.
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 _____ 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 Josue Bustillos

Title Asst. Administrator

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

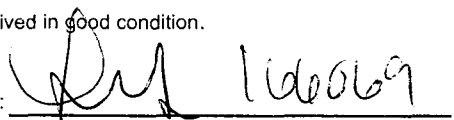
No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

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

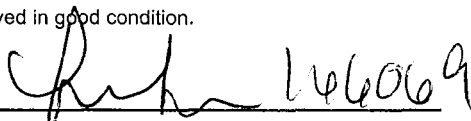
No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:

 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



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

[Handwritten Signature]

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.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

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

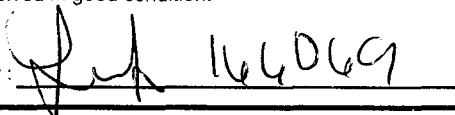
No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

Shipped By: Administrator

The above items have been received in good condition.

RECEIVED:

By:


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@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
PO3200077-19

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

530

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: 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

166069

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]



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

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



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: *Bunny Arita*

Date: 1-31-2020

Sherry Tyndall 1/31/2020 2:42



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



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 Baysi
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: Co t 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:

[Handwritten Signature]
166069

Date:

2/11/2020

Latisha

PRINT REQUEST
for the City of Houston



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.

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

\$30

Submit

For assistance please contact Sherri Curbow at sherri@baysideprinting.com or 281.209.9600
To access the Online Print Request click www.baysideprinting.com/printrequest.html

Out 1/10/20



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: 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



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 Baysi
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	5030
	Internal Order	BD3200077-19
	Grant	32000077-2019
	Cost Center	3200030002
	Business Area	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 Company, 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

Title
Administrative Supervisor

Department
Housing and Community Development

Phone
832.394.6426

Cell

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

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 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

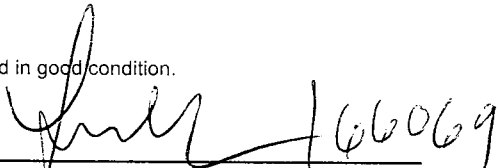
No. of Cartons	Carton Qty	Total Qty	Notes
1	500	500	COH Business Card 500 Product: City of Houston Business Card 1 Sided
1		500	Total Shipped

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 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	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		\$14,836.30

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

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.

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	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.

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	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.

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	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.

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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
 Houston, TX 77073-5500
 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 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

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

160 Lockhaven Drive
Houston, TX 77073-5500
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	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




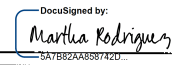

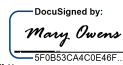
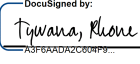
*Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required.
* Required Fields [must be completed]*

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



Bayside Printing Co., 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	6/12/20
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



Bayside Printing Co., 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	6/12/20
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



Bayside Printing Co., 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	6/12/20
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

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

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

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

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 Company, Inc

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

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



Bayside Printing Co., Inc

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

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



Bayside Printing Co., Inc

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

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



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

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



Bayside Printing Company, Inc

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
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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