



Helen Cummins <hcummins@burnetcountytexas.org>

Re: D&W Invoice #36686

1 message

Jana Mitchell <jmitchell@burnetcountytexas.org>

Fri, Aug 15, 2025 at 9:03 AM

To: Helen Cummins <hcummins@burnetcountytexas.org>, Eddie Arredondo <earredondo@burnetcountytexas.org>

Helen -

I am so sorry. I had done it again. I requested the stamp out of habit and completely forgot the new processes that had been put in place about a month prior to the request.

I did not request a PO prior to requesting the stamp.

Thank you,

Jana Mitchell

Office Manager/Executive Director

Burnet County Attorney's Office

Tel: (512) 756 -5413

Fax: (512) 756 -9290

Email: jmitchell@burnetcountytexas.org

Website: <http://www.burnetcountytexas.org/page/attorney.home>

On Thu, Aug 14, 2025 at 4:46 PM Helen Cummins <hcummins@burnetcountytexas.org> wrote:

Hi Jana,

We received the attached invoice from D&W but I can't find where a PO was set up. Can you please help me with this?

Thanks,
Helen



D&W Printing & Office Supplies
PO Box 1631
Burnet, TX 78611

Invoice

Date	Invoice #
7/24/2025	36686

Bill To

Burnet County Attorney
Burnet County Courthouse
220 South Pierce
Burnet, Texas 78611

P.O. No.	Terms	Due Date	Via	Project No.	Ticket No.
	Net 10	8/3/2025	DELIVERED		

Item Code	Description	Printed	Quantity	Price Each	Amount
SI	Notary Self-Inking Stamp Chism	1		28.00	28.00
Thank you for using D&W for all your printing & office supply needs!			Total \$28.00		

Thank you for your business!
Phone 512-756-6290
Fax 512-715-8230
Toll Free 877-715-3676



DATE: 7/22/25

Thank You