



# County of Jefferson

State of Missouri

Administration Center  
729 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

Board of Executives

Chuck Banks  
Edward L. Kemp  
Patrick J. Lamping

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## DEPARTMENT OF ADMINISTRATIVE SERVICES

**Stephen M. Stoll - Director**

Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

Barbara Redecker  
Human Resources Manager

797-5071 / Fax 797-5596

Vickie Pratt  
General Services/Contracts & Grants  
Manager

797-5380 / Fax 797-5067

COMMERCIAL LETTER INC  
725 N 23RD ST  
SAINT LOUIS MO 63103-1533

July 7, 2010

The County of Jefferson Missouri has awarded *Commercial Letter Inc* the bid for:

### PROCESS PRINT AND MAIL 2010 TAX BILLS

Purchases will be made as requested.

Ordinance Number: 10-0282

Contract Term: 6/1/2010 to 5/31/2011

The CONTRACT PURCHASE ORDER is #: **C10TAXBILLS**  
(This PO # must appear on ALL Invoices)

PURCHASES CAN BE MADE BY ALL COUNTY DEPARTMENTS.  
ALL INVOICES MUST BE SUBMITTED TO THE REQUESTING DEPARTMENT.  
ALL INVOICES MUST INDICATE THE CONTRACT PURCHASE ORDER NUMBER.

JEFFERSON COUNTY IS TAX EXEMPT: TAX ID NUMBER 12545597.

Vickie S. Pratt  
Department of Administration  
(636) 797-5382