



County of Jefferson

State of Missouri

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

Ken Waller

County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

Stephen M. Stoll—Director

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Human Resources Manager
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COMMERCIAL LETTER INC
725 N 23RD ST
ST LOUIS MO 63103-1533

September 16, 2011

ATTN: KRISTINE SHANNON

The County of Jefferson, Missouri has awarded *Commercial Letter Inc* the renewal contract for *Process, Print, & Mail 2010 Tax Bills* for an additional 1 year term at the same terms and conditions as previously awarded.

The renewal period is from 6-1-11 through 5-31-12

Ordinance Number: 11-0290

Purchases will be made as requested.

The CONTRACT PURCHASE ORDER is #: **C11 Tax Bills**
(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