



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

David B. Courtway - Director

Web Address: www.jeffcomo.org

Linda Kresko
Human Resources Manager
(636)797-5071 / Fax (636)797-5596

Vickie Pratt
General Services/Contracts & Grants Manager
(636)797-5380 / Fax (636)797-5067

MAIL COMMUNICATIONS GROUP
4100 121ST ST
DES MOINES IA 50323-2334

June 3, 2013

The County of Jefferson Missouri has awarded Mail Communications Group the bid for:

PROCESS, PRINT AND MAIL TAX BILLS 2013

Purchases will be made as requested.

Ordinance Number: 13-0278

Contract Term: Ends 9-26-2013 to 9-25-2014

The CONTRACT PURCHASE ORDER is #: **C13 TAXBILLS**
(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
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