



MEMORANDUM

TO: County Judge Keith Self  
County Commissioners

FROM: Kenneth L. Maun  
Tax Assessor Collector

DATE: April 07, 2016

SUBJ: **Request Specification Approval and Authorize Advertisement  
of Tax Statement Preparation and Mailing Service**

I hereby request Collin County to approve the specifications and authorize the advertising of IFB No. 2016-184, Services: Tax Statement Preparation and Mailing Service.

This service is utilized each year in order to bill property owners for all entities.

Thank you,

Kenneth L. Maun  
Tax Assessor Collector  
Collin County

Spec Approval and Advertising Auth. for Tax Statements / Mailing Service