



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

July 11, 2018

Western-BRW Paper Company, Inc.  
1800 Kelly Blvd  
Carrollton, TX 75006

RE: Award of COOP Quote 2018-280, Copy Paper

Dear Ms. Rowe:

Collin County has awarded the above referenced solicitation to your company per Court Order No. 2018-\_\_\_\_\_. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. The contract term commences on October 1, 2018 and continues through and including September 30, 2019.

This is a notification only, purchase orders will be issued on an as needed basis. The delivery address for orders will be printed on each purchase order issued.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage within ten (10) days.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov). Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Lauren Higgins at [lhiggins@collincountytx.gov](mailto:lhiggins@collincountytx.gov) or fax to 972-548-4694.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4124.

Sincerely,

Lauren Higgins  
Buyer II

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