



MEMORANDUM

TO: County Judge Keith Self
County Commissioners

FROM: Kenneth L. Maun
Tax Assessor Collector

DATE: June 27, 2013

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. 2013-280, 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