



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

August 3, 2022

Western-BRW Paper Co. Inc.
1800 Kelly BLVD
Carrollton, TX 75006

RE: Award of Coop Quote 2022-332, Copy Paper, through TIPS No. 211201

Dear Shannon Rowe:

Collin County has awarded the above referenced quote to your company per Court Order No. (). It is understood all terms, conditions, and pricing will be held firm as per your response to the quote.

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.

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. 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 Christie Sifuentes at csifuentes@co.collin.tx.us 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 972-548-4171 or csifuentes@co.collin.tx.us.

Sincerely,

Christie Sifuentes
csifuentes@co.collin.tx.us

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