



COLLIN COUNTY

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

September 1, 2022

West Publishing Corporation
610 Opperman Dr.
Eagan, MN 55123-1340

RE: Award of Agreement # 00100125.0

Dear PaTao Her:

Collin County has awarded the above referenced agreement to your company per Court Order No. (CO#). It is understood all terms, conditions and prices will be held firm as per your response to the quote. The contract term begins 10/1/2022 and continues through and including 9/30/2025. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

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 and to the department contact, Bethany Fansler, at the Collin County Law Library at bfansler@co.collin.tx.us. 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 Michelle Michaelis at mmichaelis@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 972-548-4113 or mmichaelis@co.collin.tx.us.

Sincerely,

Michelle Michaelis
Senior Buyer

Copy to:
File