



COLLIN COUNTY

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

June 2, 2025

DD Office Products, Inc.
DBA Liberty Paper
PO Box 58026
Los Angeles, CA 90058

RE: Award of 2025-246, Copy Paper Purchase

Dear Mr. Amador:

Collin County has awarded the above referenced Cooperative Quote to your company per Court Order No. _____. It is understood all terms, conditions and prices will be held firm as per the TIPS Cooperative Contract, Contract No. 240402, and your response. This is a fixed priced quote for the purchase of copy paper.

This is a notification only, a purchase order will be issued upon approval by Commissioners Court. The delivery address for the order will be printed on the 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, Ed Newsome, at enewsome@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 Susan Hayes at shayes@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 972-548-4122 or shayes@co.collin.tx.us.

Sincerely,


Susan Hayes
Buyer II

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