



## MEMORANDUM

**To:** Satpal Sidhu, County Executive  
**From:** Rebecca Xczar, Whatcom County Assessor  
**RE:** The Master's Touch, LLC Contract  
**Date:** April 29, 2024

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Attached, please find for your review and signature an amendment to Contract #202309039 for Change of Value Statement Printing and Mailing Services between The Master's Touch, LLC and Whatcom County.

### **Background and Purpose**

Master's Touch will provide statutorily required change of value statement and personal property rendition printing and mailing services, as well as eNotice and online form filling, as described in Exhibit B. Master's Touch, LLC has provided print & mail service for the Assessor's Office since 2020.

### **Funding Amount and Source**

Funding has been included in the 2024 budget for these services as part of the Assessor's Office General Fund Budget

### **Differences from Previous Contract**

Paper price charges are up slightly from last year. Note there is an annual negotiated paper price change allowed in the original contract. We anticipate the increase can be absorbed in our 2024 budget.

Please contact Rebecca Xczar at extension 5055, if you have any questions or concerns regarding the terms of this agreement.

Encl.