

February 27, 2026

Balfour & Co  
13748 SE 172<sup>nd</sup> Street  
Renton, WA 98058

Re: RFP 26-00-13 – Yearbooks

Dear Mrs. Smead,

After careful consideration by our committee, your firm has been chosen to provide the above listed services for the Medford School District. Please consider this as a notice of intent to award your firm the above-mentioned project.

We look forward to meeting with you and your team soon.

Respectfully,

Pam Thoren  
Purchasing Manager  
Medford School District