



CONTRACT EXTENSION LETTER

Date: September 27, 2024
Contract #: UCPJMU5259
Service: Promotional Items and Imprinting Services
Extension Period: Extension period shall be from 10/15/2024 through 3/31/2025
Issued By: James Madison University
Shanna Devers, Buyer Senior Ph: 540-568-3131
Fx: 540-568-7935

Contractor: Eleven West, Inc.
Attn: John Giesen
6598 New River Road
Radford, VA 24141 Ph: 540-639-9319

Contract Administrator: Shanna Devers (CA), Procurement Buyer

Description of Extension Notice:

In accordance with the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors all terms, conditions, and specifications of the original contract remain the same during the contract extension period, along with any modifications that may have been incorporated up to this point. The contract pricing for this extension period will remain the same.


All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

Return one executed extension notice to my attention within ten days.

Eleven West, Inc.

By: 
John Giesen

Name (print)

President  10.9.24
Title Date Signed

James Madison University

By: 
Shanna Devers,

Name (print)

Buyer Senior 
Title Date Signed