



CONTRACT EXTENSION LETTER

Date: September 27, 2024
Contract #: UCPJMU5263
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
Contractor: GraphXsolution, 22487 Sugarbus Ln, Abingdon, VA 24211
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.

GraphXsolution
By: Dana C. Wolfe
Dana C. Wolfe
Name (print)
Owner 10/3/24
Date Signed

James Madison University
By: Shanna L. Devers
Shanna Devers,
Name (print)
Buyer Senior 9/27/2024
Date Signed