



CONTRACT EXTENSION LETTER

Date: September 27, 2024
Contract #: UCPJMU5270
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: TK Promotions, Inc.
Attn: Todd Mawyer
4441 Cox Road
Glen Allen, VA 23060
Ph: 804-740-8800

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.

TK Promotions, Inc.

By: Todd Mawyer
Todd Mawyer

Name (print) 9/30/24
President Date Signed
Title

James Madison University

By: Shanna Devers
Shanna Devers,

Name (print)
Buyer Senior
Title
9/27/2024
Date Signed