JAMES MADISON UNIVERSITY

CONTRACT EXTENSION LETTER

Date:	September 28, 2026	
Contract #:	UCPJMU5918	
Service:	Graphic Design Services	
Extension Period:	Extension period shall be from 5/21/2027 through 5/20/2028	
Issued By:	James Madison University Shanna Devers, Lead Commodity Contract Officer	Ph: 540-568-3131 Fx: 540-568-7935
Contractor:	Eddy Alexander Attn: Jennifer Eddy 611 S Jefferson Street Roanoke, VA 24011	Ph: 540-404-8151
Contract Administrator:	Carolyn Windmiller, University Communications	

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.

Eddy Alexander

By: _____

Jennifer Eddy

Name (print)

President and CEO — 9/30/2026

Title — *Date Signed*

James Madison University

By: _____

Shanna Devers, CUPO

Name (print)

Lead Commodity Contract Officer — 9/30/2026

Title — *Date Signed*