



CONTRACT RENEWAL LETTER

Date: November 05, 2019
Contract #: UCPJMU5370
Service: Braille Transcription Services
Renewal Period: November 29, 2019 to November 28, 2020
Renewal #: 1 of 4 One-Year
Issued By: James Madison University
 Doug Chester, Buyer Senior
Contractor: Allied Instructional Services, LLC
 PO Box 2214
 Ashland, VA 23005
Contract Administrator: Christina Wulf, Student Affairs

Description of Renewal Notice:

In accordance with the renewal provision of the original contract all terms, conditions, and specifications of the original contract remain the same during the contract renewal period, along with any modifications that have been incorporated up until this point. The contract pricing will remain the same and is attached to this renewal.

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.

Allied Instructional Services, LLC

By: Karen B. Walker
 Karen Walker

Name (print)

CEO

Title

11-7-19

Date Signed

James Madison University

By: 
 Doug Chester, VCO

Name (print)

Buyer Senior

Title

11/5/19

Date Signed

