



**CONTRACT RENEWAL LETTER**

**Date:** April 15, 2022  
**Contract #:** UCPJMU5931  
**Service:** Graphic Design Services  
**Renewal Period:** 5/21/2022 to 5/20/2023  
**Renewal #:** 1 of 5 One-Yr  
**Issued By:** James Madison University  
 Krista Nealis, Buyer Senior Ph: 540-568-7523  
 Fx: 540-568-7935

**Contractor:** HBP, Inc.  
 Attn: Bill Novak  
 952 Frederick Street  
 Hagerstown, MD 21740 Ph: 703-289-9000

**Contract Administrator:** Carolyn Windmiller, University Communications

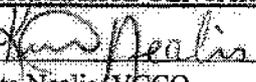
**Description of Renewal Notice:**

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.

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

**HBP, Inc.**  
 By:   
 Bill Novak

**James Madison University**  
 By:   
 Krista Nealis, VCCO

Name (print) \_\_\_\_\_  
 Senior Manager Business Development  
 Title \_\_\_\_\_  
 Date Signed 4/19/22

Name (print) \_\_\_\_\_  
 Buyer Senior  
 Title \_\_\_\_\_  
 Date Signed 4/19/22

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**Contractor:** HBP, Inc.

**Renewal Period:** 5/21/2022 to 5/20/2023

**Commodity:** Graphic Design Services

**Pricing Schedule**

1. Contractor's Pricing Schedule:

- Creative Direction - \$85/hour
- Marketing Consultation - \$85/hour
- Design and Production - \$65/hour
- Press Checks and other quality control measures -- N/A
- Preparation of templates and content for presentations - \$65/hour
- Preparation of advertisement for print or electronic media - \$65/hour
- Graphics for Web pages - \$65/hour
- Multimedia - \$85/hour (including animation and video)
- Project Management of the consistency and quality of all material -- no charge
- Project Management -- no charge
- Editorial Services - \$85/hour
- Photography - \$85/hour
- Videography - \$85/hour
- Art direction for photography shoots and image selection - \$85/hour

2. Contractor shall provide a project proposal/estimate for each project to include an itemized list detailing the services to be provided, the number of hours it will take to complete the project along with associated hourly fees, total project cost, actual date for starting work, project completion date, and contact information of the department requesting services.

3. Contractor shall not charge the university for Contractor's travel time or any additional travel expenses.

4. Contractor shall not invoice the university shipping costs, postage, and shipping supplies.