



CONTRACT MODIFICATION

Date: April 28, 2022
Contract #: UCPJMU6300
Service: Printing Services
Modification #: One
Issued By: James Madison University Ph: 540-568-7523
 Krista Nealis, Buyer Senior Fx: 540-568-7935
Contractor: McClung Companies
 Attn: Mary McClung
 550 N Commerce Avenue
 Waynesboro, Virginia 22980 Ph: 540-649-6901
Contract Administrator: Carolyn Windmiller, Marketing

Description of Modification Notice:

The following printing project shall be added to contract #UCPJMU6300:

1. McClung Companies shall print and deliver 5,500 issues of the *Madison Family Handbook* for the 2021 publication at no cost to the University.
2. JMU shall be able to increase the number of issues printed during subsequent years of the contract at no additional cost to the University by giving nine (9) months' notice to McClung prior to delivery of the handbooks.
3. All advertising and content printed within the *Madison Family Handbook* shall follow the JMU provided style sheets.
4. McClung Printing shall mail a copy of the *Madison Family Handbook* to each advertiser listed within the publication. These handbooks shall be in addition to the number of handbooks ordered by the University and shall be at no additional cost to the University.
5. McClung Printing shall not cut JMU-provided content to make room for additional advertisements.
6. JMU shall not be charged for delivery of hard proofs or final published handbooks throughout the term of the contract.
7. McClung Printing shall deliver all disks and other materials related to each issue of the *Madison Family Handbook* within two (2) weeks after the final printed delivery of the handbooks at no additional charge.

THE MADISON FAMILY HANDBOOK-

The following are specifications to describe the printing of the University's Madison Family Handbook.

QUANTITY:	Approximately 5,500 copies This quantity is based on the total number of incoming first-year students.
CONTENT:	JMU provides 60-70 pages of content for inclusion in the handbook. A link is provided to the last virtual edition of the <i>Madison Family Handbook</i> . https://www.jmu.edu/parents/_files/Madison-Family-Handbook.pdf

VISUAL IDENTITY GUIDELINES:	All items printed shall meet the James Madison University "Visual Identity Guidelines" outlined on our webpage at http://www.jmu.edu/identity/ The mailing panel version of the publication signature shall appear in the upper left-hand corner.
GRAPHIC DESIGN:	<ul style="list-style-type: none"> • JMU provides a handbook template file – InDesign layout, 8 5/8" x 10 7/8" + bleeds, with a trim size of 8 1/2" x 11" • Contractor shall color correct photos prior to placement in document • Contractor shall align columns and ensure text is placed sufficiently in space • JMU provides style sheets
ARTWORK:	JMU provides High-resolution (300ppi) artwork
COLOR:	Web – Purple: #450084 Gold: AD9C65 Print – Purple: #CMYK 92 98 0 0 Gold: 0 M: 9 Y: 50 K: 24
SCHEDULE: (Completed annually)	Feb. 1 – Submit round #1 edits Mar. 8 – Submit round #2 edits May 11 – Receive high resolution proof and blue line from printer (and access to final high-resolution PDF) Week of May 22 nd thru 26 th – Delivery
SIZE:	8 1/2" x 11"
PAPER:	80# Text, Recycled Content 30% PCW, Dull 80# Cover, Recycled Content 30% PCW, Dull **Any substitutions shall be approved in writing prior to production by University Representative.
INK:	4/4
BINDERY:	Saddle Stitch
DELIVERY:	All delivery and shipping charges shall be included at no cost to the University.

Except as provided herein, all terms and conditions of Contract Number UCPJMU6300 as herefore changed, remain unchanged and in full force and effect.

McClung Companies
By: Mary Murphy
MARY MURPHY
Name (print)
Senior Sales Executive
Title
Date Signed

James Madison University
By: Krista Nealis
Krista Nealis, VCCO
Name (print)
Buyer Senior
Title
5/2/22
Date Signed