



CONTRACT EXTENSION LETTER

Date: October 24, 2023
Contract #: UCPJMU5370
Service: Braille Transcription Services
Extension Period: Extension period shall be from 11/29/2023 through 8/28/2024
Issued By: James Madison University
Doug Chester, Buyer Senior
Ph: 540-568-4272
Fx: 540-568-7935
Contractor: Allied Instructional Services, LLC
Attn: Mary Hall
PO Box 2214
Ashland, VA 23005
Ph: 804-368-8475
Contract Administrator: Christina Wulf, Student Affairs

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.

Allied Instructional Services, LLC
By: Mary T. Hall
Mary Hall
Name (print)
President of Business Operations 10/25/2023
Title Date Signed

James Madison University
By: Doug Chester,
Name (print)
Buyer Senior 10/24/23
Title Date Signed