



CONTRACT EXTENSION LETTER

Date: February 13, 2024
Contract #: UCPJMU5370
Service: Braille Transcription Services
Extension Period: Extension period shall be from 8/29/2024 through 11/28/2024
Issued By: James Madison University
 Shanna Devers, Buyer Senior Ph: 540-568-3131
 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 2/19/2024

 Title Date Signed

James Madison University
 By: Shanna Devers

 Shanna Devers,

 Name (print)
 Buyer Senior 2/14/2024

 Title Date Signed