



## 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 L. Devers

Shanna Devers,

Name (print)

Buyer Senior

Title

2/14/2024

Date Signed