



CONTRACT RENEWAL LETTER

Date: February 13, 2024
Contract #: UCPJMU6302
Service: Printing Services
Renewal Period: 5/13/2024 to 5/12/2025
Renewal #: 2 of 4 One-Yr
Issued By: James Madison University
Jimmy Foltz, Buyer Senior Ph: 540-568-7523
Fx: 540-568-7935

Contractor: Winchester Printers, Inc
Attn: Christopher Hottle
212 Independence Dr
Winchester, VA 22602 Ph: 800-662-6912

Contract Administrator: Carolyn Windmiller, Marketing

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.

Winchester Printers, Inc

By: Christopher M Hottle
Christopher Hottle

Name (print)

Vice President

2/22/2024

Title

Date Signed

James Madison University

By: Jimmy Foltz
Jimmy Foltz,

Name (print)

Buyer Senior

02/21/2024

Title

Date Signed

Contract #: UCPJMU6302

Contractor: Winchester Printers, Inc

Renewal Period: 5/13/2024 – 5/12/2025

Commodity: Printing Services

1. Contractor Pricing:

- a. Author Alterations (AA's): \$75.00/Hour

Shipping and Delivery

- a. Pricing listed above shall include the cost of shipping.
b. All delivery shall be FOB Destination.

Pricing for sample projects displayed in chart below, shall be included in contract as official pricing.

Printing Project	Contractor Pricing
Visitor Guide Folded Map Brochure	\$ 1,215.00
Preview Days Brochure	\$ 1,745.00
Academic Open House Postcard	\$ 1,430.00
Lapsed Giving Invitations	\$ 2,230.00
Thank You Cards	\$ 1,160.00
Student Success Center Brochure	\$ 10,685.00
Football Game Program	\$ 13,140.00
Basketball Game Program	\$ 5,680.00
Basketball Schedule Cards	\$ 340.00
Formal Single Panel Invitation – 1,000	\$ 475.00
Formal Single Panel Invitation – 1,100	\$ 495.00
Formal Single Panel Invitation – 1,200	\$ 520.00
Formal Single Panel Invitation – 1,300	\$ 560.00
Formal Single Panel Invitation – 1,400	\$ 585.00

Additional services shall be priced upon request.

2. Contractor shall receive agency approval prior to any Author Alterations (AA's) including subsequent charges.
3. Contractor shall utilize FSC paper on all jobs.
4. Contractor shall mail one (1) hardcopy of each printing project completed for James Madison University to:

Carolyn Windmiller, JMU Visual Brand Content Art Director
University Marketing
ICEH 411 (127 W Bruce Street)

MSC 3608
Harrisonburg, VA 22807