



Purchasing Department  
4400 University Drive, MS 3C1, Fairfax, VA 22030  
Phone: 703.993.2580; <http://fiscal.gmu.edu/purchasing/>

August 23, 2024

John Lord  
4imprint, Inc.  
949 N. Broadway  
Knoxville, TN 37923

**Subject: Contract Renewal GMU-1857-23-01, Promotional Items, Screen Printing and Embroidery  
Renewal (1) of 4**

Dear John Lord:

As you are probably aware, our current subject contract will expire on August 31, 2024. At this time George Mason University would like to renew the above contract at the current terms, conditions and price schedule for an additional one-year period. The renewal period shall be September 1, 2024 to August 31, 2025. There will be three (3) one-year renewal option remaining on the contract.

If you are in agreement, at your earliest convenience, please sign below. All other terms and conditions of GMU-1857-23-01 shall remain unchanged and in full force and effect.

If you have any questions or concerns, please contact me by email [ssiddall@gmu.edu](mailto:ssiddall@gmu.edu) .

Sincerely,

*Sara Siddall*

Sara Siddall, CUPO  
Strategic Sourcing Manager / Procurement Officer

**4imprint, Inc.**

  
(Signature)

John P. Lord  
(Printed Name)

Chief Strategic Accounts Officer  
(Title)

8/26/2024  
(Date)

**George Mason University**

DocuSigned by:  
  
2F01E096677E48C...  
(Signature)

James F. Russell  
(Printed Name)

Director, Purchasing  
(Title)

8/29/2024  
(Date)