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GEORGE MASON UNIVERSITY

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

October 6, 2026

Craig Marsha
Mount Royal Printing Company, Inc
6310 Blair Hill Lane
Baltimore, MD 21209

Subject: Contract Renewal GMU-JR0815-23 - University Wide Printing Services Renewal (3) of 4

Dear Craig Marsha:

As you are probably aware, our current subject contract will expire on October 31, 2026. 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 November 1, 2026 to October 31, 2027. There will be one (1) one-year renewal option remaining on the contract.

As a condition of continued participation under the contract, vendors providing goods or merchandise bearing George Mason University names, trademarks, or logos must obtain and maintain an active license through the Collegiate Licensing Company (CLC). If your organization is not currently licensed, please begin the application process as soon as possible at https://clc.com.

Please note:

- Vendors are responsible for all CLC registration, licensing, and compliance costs.
- Licensed vendors must comply with University branding standards and CLC requirements, including artwork approval, insurance, and reporting obligations.
- Products bearing University trademarks are generally subject to a 10% royalty, which must be reported and paid through the CLC licensing program. Certain items may qualify for royalty exemptions, but reporting requirements still apply.
- Documentation of an active CLC license may be requested at any time.

While your contract is being renewed, your continued eligibility to provide products bearing University trademarks is contingent upon obtaining and maintaining the required CLC license. Failure to obtain or maintain the required license may result in suspension of orders involving University trademarks and could lead to termination of the contract.

If you have specific questions about the licensing process, please David Atkins, datkins1@gmu.edu.

If you are in agreement, at your earliest convenience, please sign on the following page. All other terms and conditions of GMU-JR0815-23 shall remain unchanged and in full force and effect.

Sincerely,

Sara Siddall

Sara Siddall, CUPO
Strategic Sourcing Manager

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George Mason University

Signed by:
Erin Rauch
1F6CAB9662114BA...
(Signature)

Erin Rauch
(Printed Name)

Director, Strategic Sourcing, Purchasing
(Title)

10/16/2026
(Date)

Mount Royal Printing Company, Inc

Signed by:
Craig Marsha
6545FB08960A408...
(Signature)

Craig Marsha
(Printed Name)

Sr. Account Executive
(Title)

10/15/2026
(Date)