

**VIRGINIA MILITARY INSTITUTE**  
Lexington, Virginia 24450

Procurement Services  
Phone 540-464-7323  
Fax 540-464-7669

**CONTRACT RENEWAL NOTICE**

**DATE:** \_\_\_\_\_  
**CONTRACT TITLE:** \_\_\_\_\_  
**CONTRACT NUMBER:** \_\_\_\_\_

**RENEWAL PERIOD:** \_\_\_\_\_ **REMAINING RENEWALS:** \_\_\_\_\_

**ISSUED BY:** Virginia Military Institute  
Procurement Services  
314 Smith Hall  
Lexington, VA 24450  
**BUYER:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**CONTACT:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**FEI #:** \_\_\_\_\_

In accordance with the original contract, all terms, conditions, pricing and specifications remain intact. Any agreed upon Changes and/or Modifications are attached if applicable and hereby incorporated herein.

**CONTRACTOR:**  
**Signature:**   
**Printed Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**BUYER:**  
**Signature:**   
**Printed Name:** \_\_\_\_\_  
**Date:** 12/18/24

**CONTRACT ADMINISTRATOR:**  
**Signature:**   
**Printed Name:** \_\_\_\_\_  
**Date:** 12/18/24