



Department of University Relations  
Rutgers, The State University of New Jersey  
Davidson Hall, Busch Campus  
96 Davidson Road • Piscataway • New Jersey 08854-8062  
732/445-3710 • Fax:732/445-1906

## MEMORANDUM OF AGREEMENT

This Agreement for Professional Services (the "Agreement") is by and between the Department of University Relations and the Client.

**Project Number**  
**RU-0708-0051**

**Project Name**  
**EOF Brochure and Timeline, Revision**

**Project Manager**  
**Faith Jackson**

**Client**  
**Office of University Undergraduate Admissions**

**Client Contact Name**  
**Richard Murray**

### ASSIGNMENT

Update the current EOF timeline and brochure with new identity. Update factual information. All photos will remain the same.

### PAYMENT AND INVOICING TERMS

Upon signing this Agreement, the Client shall issue an Internal Purchase Order (IPO) to the Department of University Relations for the full estimated amount. The IPO must include the Account Number and Account Name to be charged. The Project Number and Project Name (see above) need to appear in the body of the IPO.

#### CHANGES

If changes and/or additions to the project are proposed subsequent to the acceptance of this Agreement, the Department of University Relations may issue an Addendum to this Agreement or "Change Order" that reflects the increase in estimated cost. Any such changes require the mutual agreement of both parties.

#### CANCELLATION OF PROJECT

Should the Client cancel this Agreement for any reason, the Client will be responsible for all costs, including materials and services, incurred up to and including the day of cancellation.

#### INVOICING

Internal clients shall be U-charged upon completion of the project. External clients shall be invoiced with payment due upon receipt of the invoice.

#### PROPRIETARY RIGHTS

Upon completion of this project, all materials, including but not limited to photography, tapes, electronic files, and other formats, that have been developed for the Client shall become the property of the Department of University Relations.

#### COPYRIGHTS

Both parties agree that the materials developed for this project, including but not limited to copyrights, belong solely to Rutgers, The State University of New Jersey, with usage to be negotiated.



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**UNIVERSITY RELATIONS NOTES**

**Design and Production**

Project management and editorial support: n/c  
 Administrative costs, proofreading, design, and production: \$1,500

**Printing - Brochure**

Format: Single sheet, 3 panels  
 Size: 8 1/2 x 11  
 Paper: Cougar Opaque, Smooth White, 80 Cover  
 Proofs: composed digital blueline and matchprint  
 Delivery: One point of delivery to Princeton Junction, N.J.  
 Turnaround: Printing will take approximately 10 working days from approval of final layout.  
Estimated printing costs:  
 10,000 - \$4,650  
 20,000 - \$7,430

**Printing - Timeline**

Format: Single sheet, 4 panels  
 Size: 4 x 9  
 Paper: Cougar Opaque, Smooth White, 80 Cover  
 Proofs: composed digital blueline and matchprint  
 Delivery: One point of delivery to Princeton Junction, N.J.  
 Turnaround: Printing will take approximately 10 working days from approval of final layout.  
Estimated printing costs:  
 10,000 - \$2,950  
 20,000 - \$4,150

**Total cost for 10,000 pieces: \$9,100**  
**Total cost for 20,000 pieces: \$13,080**

**Production schedule**

Wednesday, 9/19  
 Proof 1 to Client  
  
 Monday, 9/24  
 Client return proof 1  
  
 Wednesday, 9/26  
 Proof 2 to client  
  
 Monday, 10/1  
 Client return proof 2  
  
 Wednesday, 10/3  
 Proof 3 to client  
  
 Friday, 10/5  
 Client approval  
  
 Thursday, 10/11  
 Release to printer

**THE PARTIES HEREBY EXECUTE THIS AGREEMENT**

NAME: \_\_\_\_\_ Faith Jackson \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
 THE DEPARTMENT OF UNIVERSITY RELATIONS

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (PLEASE PRINT)

SIGNATURE: \_\_\_\_\_  
 (CLIENT)