



## RE: RFP 25-058 Printing for Yearly Newsletter Contract #CM

### Contract Agreement

This contract ("Contract") is made as of October 13, 2025, by and between Galveston County, located at 722 Moody Avenue Galveston, TX 77550 ("Client"), and Signature Aspen, with its principal office located at 3300 Kingswood Street Houston, TX 77092 ("Company").

#### 1. Scope of Work

1. The Company agrees to provide the below services for the 2025 Galveston County Annual Newsletter as specified below:

- Qty – 210,000
- 16-page self-cover
- Final Size: 8.5"x11"
- Paper: 80lb Text
- Finish: Matte
- Ink: 4-color process, double-sided, full coverage
- Finishing: Fold and Saddle Stitch
- Delivery: USPS EDDM Mail Services
- Estimated File Conversion /Editing from file receipt - 24 hrs
- Estimated time for printing after file finalized – 7 days
- Delivery time to USPS after printing- 1 day
- 1500 overs get delivered to:  
County Judge Office 174 Calder Dr. League City, TX 77573

#### 2. Payment Terms

- |                                 |                    |
|---------------------------------|--------------------|
| • Printing and Mail Services:   | \$0.21 per piece   |
| • Mailing Rate EDDM Postage:    | \$0.232 per piece  |
| • File handling, convert, edit  | Included           |
| • Deliveries-Postal SCF, County | Included           |
| • Not to exceed total project   | \$92,820           |
| • Postage Payment due:          | At time of mailing |
| • Printing Payment due:         | Net 30             |

### **3. Responsibilities of the Client**

- The Client will provide all necessary content, images, and branding guidelines to the Company to ensure timely completion of the project.
- The Client will review and approve the design and layout.

### **4. Governing Law**

- This Contract will be governed by and construed by the laws of the State of Texas.

### **5. Signatures**

- This Contract is signed and executed by the authorized representatives of both parties on the date first above written.

**Company-Aspen Imaging, LLC**  
Dba Signature Aspen



W. Yandell Rogers, III  
President

**Client-Galveston County**



Mark Henry  
County Judge