

09/28/17



REEVES EDITORIAL DESIGN
VICKSBURG // MISSISSIPPI

AGREEMENT

Below is an agreement between the CITY OF VICKSBURG and TIM REEVES to create and produce six (6) employee newsletters for the City of Vicksburg. The following breaks down the services provided, information requested and terms.

SERVICES

- Tim Reeves will provide writing, composing, editing and pagination services to the City of Vicksburg for an employee newsletter to publish six (6) times each year.
- Tim Reeves will provide two rounds of proofs via emailed PDF and then a final print quality file that can be sent to the City of Vicksburg.
- Tim Reeves will also provide a composite PDF of the 4-page newsletter for the city to use online or in other digital outlets.
- Tim Reeves will coordinate printing of the newsletter to be then delivered to the City of Vicksburg for their handling of delivery.

DEADLINES AND REQUESTED INFORMATION

- The City of Vicksburg will provide a person of contact for Tim Reeves to work through to collect information for the newsletter, such as important dates, employee honors, new hires, promotions, news items, etc. This person will also be the first point of contact to receive initial proofs.
- Tim Reeves will provide back each completed newsletter in time to be distributed to employees on their normal payroll cycle.

TERMS

- Once final, print-quality file is provided to the City of Vicksburg, Tim Reeves will provide a detailed invoice to the City, who is asked to remit payment within 10 business days. This agreement calls for six employee newsletters not to exceed \$10,000 in fiscal year 2018.
- This agreement is for a minimum of six (6) employee newsletters. Either side could terminate the agreement with a 30-day written notification.

Tim Reeves

For the City of Vicksburg