



Financial Services  
Purchasing Division  
215 N. Mason St. 2<sup>nd</sup> Floor  
PO Box 580  
Fort Collins, CO 80522  
970.221.6775  
970.221.6707- fax  
[fcgov.com/purchasing](http://fcgov.com/purchasing)

June 18, 2014

Vision Graphics Inc.  
Attn: Jim Brouillard  
5610 Boeing Drive  
Loveland, CO 80537

Re: Termination of Contract, 7476 – Utility Bill Printing, Envelopes, Personalization & Mailing Services

Dear Jim:

The City and Vision Graphics, entered in to a Services Agreement dated April 15, 2013. In accordance with Section 4 Early Termination by City of that Agreement, the City is terminating the Agreement effective July 8, 2014.

We request that you cease any work on this project, with July 7<sup>th</sup> being your last date to pick up and mail utility bills. The City will pay for services which were satisfactorily performed prior to the date of termination. Please submit a final invoice for services performed per the terms of the Agreement.

Please contact Pat Johnson at (970) 221-6816 if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Gerry Paul".

Gerry S. Paul  
Director of Purchasing and Risk Management

cc: Tracy Brann

GSP: pj