

Syracuse Arts Academy
Electronic Board of Directors Meeting Agenda
Thursday, April 16, 2026

Zoom Link: <https://us02web.zoom.us/j/81740976083?from=addon>

Meeting ID: 817 4097 6083

Mobile: (669) 900-9128



SAAMission Statement

The purpose of Syracuse Arts Academy is to develop respectful, confident citizens in a solid educational environment enriched by artistic expression.

Agenda

2025-2026 Board Vision Plan

CTE/CCA Pathway Funding Access Policy Project

Lunch & SpEd Budget Management

Close Specific Curriculum & Learning Gaps

Build a Business Case for Phased-In Campus Expansions

Engaging Externally

2:30 PM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Mary Johnston

PUBLIC COMMENT (Comments will be limited to 3 minutes each)

CONSENT ITEMS

- March 26, 2026 Board Meeting Minutes
- Ratify the execution of the contract with Eminent Technical Solutions for the purchase of the items specified in the RFP

VOTING ITEMS

- Technology Purchase – Kellie Mudrow

DISCUSSION ITEMS

- Calendaring Items – ALL
 - Next Board Meeting on May 7th, 9:00 AM at AW [Strategic Planning]
 - Preboard Meeting on June 4th
 - Annual Board Meeting on June 18th
 - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

ADJOURN

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Syracuse Arts Academy Board of Directors Meeting Minutes Thursday, March 26, 2026

Location: North Campus, 357 S 1550 W, Syracuse, UT 84075



In Attendance: Rene Dreiling, Nate Schow, Neil Garner, Mary Johnston, Art Hansen (via Zoom @ 6:00 p.m.),

Others In Attendance: Heidi Bauerle, Dawn Kawaguchi, Angie Young, Brad Taylor, Kellie Mudrow,

SAA Mission Statement

The purpose of Syracuse Arts Academy is to develop respectful, confident citizens in a solid educational environment enriched by artistic expression.

Minutes

2025-2026 Board Vision Plan

CTE/CCA Pathway Funding Access Policy Project
Lunch & SpEd Budget Management
Close Specific Curriculum & Learning Gaps
Build a Business Case for Phased-In Campus Expansions
Engaging Externally

5:37 PM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Mary Johnston
 - Board Mission – Kellie Mudrow
 - School Mission – Neil Garner

There was no PUBLIC COMMENT. This was the first public comment period for the 2026-2027 School Fee Schedule and the Proposed Amended Fee Waiver Policy. Kellie reported that they removed the activity fee for next year due to new legislation. There was a discussion on the sports fees.

REPORTS

➤ **Board of Directors**

- Update on School Bonding – Brad Taylor provided an update on the bond issuance process, noting that a state finance meeting is scheduled for 10:00 tomorrow to discuss bonds with the Utah Charter School Finance Authority. He mentioned that the bond offering would be the largest under the credit enhancement program and expressed confidence in the process, despite some concerns about bond rates. Brad also discussed potential questions that could arise during the meeting, particularly regarding student enrollment projections and capacity, and emphasized the importance of having plans in place for small expansions if needed. Brad also gave

a timeline of what to expect in the next couple of months. Closing will most likely be the end of May.

- Financial Update – Rene Dreiling welcomed Angie Young and presented the financial summary which is a little modified from the one Jon had presented last meeting. The board continues to appreciate the summary and there were no further questions.

➤ **Administration**

- State of the School – Kellie Mudrow reviewed the current enrollment and the upcoming year’s enrollment. We are growing with projections showing continued growth of approximately 50 students annually in the jr. high.
 - ✓ Celebrations! – Kellie celebrated that we had five 9th graders from the junior high qualified for FBLA nationals. She also presented a well-organized proposal from the 6th graders at the North campus for a potential pool location with multiple site options and a commitment to help with implementation. The discussion highlighted positive morale and educational environment at the school, with teachers showing strong engagement despite current challenges in education. Kellie shared celebrations about the North Campus Administration's initiatives, including a spring break activity where staff receive ducks to take photos with and post on Facebook. She highlighted the strong morale and passion among staff and teachers, attributing it to the people and the charter's focus on arts integration. Kellie also celebrated the high staff retention rates, reporting an 88% average over the last three years, with most departures due to personal reasons rather than job dissatisfaction. She highlighted that their school is in a good position, with high application numbers and plans to hire more staff due to increasing enrollment. Neil Garner shared positive experiences from recent school events, including Informances and a grandparents' luncheon. Kellie also added a personal connection through her son-in-law who teaches at Career Path High who brought his class to tour the HAFB museum and had Rene as their tour guide.

CONSENT ITEMS

- February 27, 2026 Electronic Board Meeting Minutes – There was no further discussion. **Nate Schow made a motion to approve the consent items. Rene Dreiling seconded the motion. The votes were as follows:**
- Mary Johnston – Aye**
 - Neil Garner – Aye**
 - Rene Dreiling – Aye**
 - Art Hansen – Aye**
 - Nate Schow – Aye**
- Motion passed unanimously.**

VOTING ITEMS

- Amend 2025-2026 TSSA Plan for Jr. High – Kellie Mudrow reviewed the amended 2025-2026 Jr. High TSSA Plan which made a change to the budget percentages.

- 2026-2027 School LAND Trust Plans (incl. signature pages) – Kellie Mudrow noted that the plans and signature pages are included in the packet and emphasized that each campus principal approaches this funding with great care, as the plans are tailored to the unique needs and student-success priorities of their individual schools. Mary inquired about the rationale for the larger carryover amount projected for next year. Kellie explained that, while the overall carryover has been kept below 10%, some principals exercised additional caution in their spending. Mary expressed a preference for seeing more of the available funds utilized rather than carried over.
- Award RFP for Landscaping Services – Kellie Mudrow reported that, following a thorough review of the RFP scoring, Adair was awarded the landscaping services contract. She noted that Adair is a new provider and not the company currently performing the landscaping work. Nate asked whether there were plans to install turf, and Kellie confirmed that turf installation is scheduled for this summer using bond funds.
- Award RFP for E-Rate – Kellie Mudrow presented information on the E-Rate program, which provides reimbursement opportunities for data infrastructure in the new annex building. With support from Emily at AW, an RFP was issued for E-Rate services and is scheduled to close tomorrow at 1 p.m. Kellie, Mary, and Nathan will serve on the committee responsible for reviewing and scoring the proposals to select a vendor, ensuring the school receives partial reimbursement for the project. Due to the tight application timeline, approval will authorize Kellie to award the contract, which will then be brought to the Board for ratification at the next meeting.
- Amend Administration of Medication Policy – Heidi Bauerle reviewed the amended Administration of Medication Policy and gave Platte all the props for the work that he did on this. These updates were triggered from recent changes in legislation with respect to the storage and administration of glucagon kits in schools. In addition, other legislation renamed “epinephrine auto injectors” to “injectable epinephrine rescue medication.” Other changes made to bring it into better compliance with applicable law, including the addition of a section on adrenal crisis rescue medication.

Neil Garner made a motion to approve the following items.

- **Approve the Amended 2025-2026 Jr. High Teacher and Student Success Act (TSSA) Plan;**
- **Approve the 2026-2027 School LAND Trust Plans for the North Campus, South Campus, Antelope Campus and Jr. High as presented including each campuses signature pages;**
- **Award the contract for Landscaping Services to Adair Landscaping and authorize the lead director to negotiate and sign, on behalf of SAA, a contract for a period of up to five years at the Lead Director’s discretion;**
- **Authorize the Lead Director to award the contract for the purchase of the items specified in the RFP to the offeror whose proposal receives the highest score from the evaluation committee and to take any action necessary to apply for reimbursement through the federal E-rate program. The Board will then ratify this action at the next board meeting; and**
- **Approve the Amended Administration of Medication Policy.**

Rene Dreiling seconded the motion. The votes were as follows:

Mary Johnston – Aye

Neil Garner – Aye
Rene Dreiling – Aye
Art Hansen – Aye
Nate Schow – Aye
Motion passed unanimously.

DISCUSSION ITEMS

➤ Calendaring Items – ALL

- Next Pre-Board Meeting on April 16th @ 12:30 p.m.
- Scheduled Electronic Board Meeting April 16th @ 2:30 p.m.
- Next Board Meeting on May 7th @ 9:00 AM @ AW [Strategic Planning]
- PreBoard Meeting on June 4th
- Annual Board Meeting on June 18th
- NCSC26 New Orleans, LA June 24-26 (Wed-Fri) – Art and Kellie will be attending.

6:44 PM – Neil Garner made a motion to ADJOURN. Art Hansen seconded the motion. The votes were as follows:

Mary Johnston – Aye
Neil Garner – Aye
Rene Dreiling – Aye
Art Hansen – Aye
Nate Schow – Aye

Motion passed unanimously.



SAA Board of Director's Meeting Thursday, May 16, 2026

Consent Item: *Awarding Contract for E-Rate Eligible Technology Purchase*

Issue:

Awarding a contract for the purchase and installation of technology items for the IT infrastructure in the facility expansion.

Background:

Some of the items that the school needs to purchase are eligible for reimbursement through the federal E-rate program.

SAA issued an RFP for these items in February 2026. Prior to the scoring of the proposals, the Board authorized the lead director to award the contract for the purchase of the items specified in the RFP to the offeror whose proposal receives the highest score from the evaluation committee and to take any action necessary to apply for reimbursement through the federal E-rate program.

SAA thereafter received three proposals in response to the RFP. The lead director formed an evaluation committee including Kellie Mudrow, Nathan Steed (IT Director), Emily Bejarano (AW E-Rate Lead), and Mary Johnston (Board President) to evaluate and score the proposals that were received in accordance with applicable procurement requirements.

The evaluation committee awarded Eminent Technical Solutions' proposal the highest overall score, 93.264/100. The evaluation committee awarded Fortius' proposal a score of 60/100 and excluded Concourse Tech's bid because it was incomplete.

In accordance with the Board's prior authorization, the lead director awarded the contract for the purchase of the items specified in the RFP to Eminent Technical Solutions and executed the contract.

Recommendation:

It is recommended that the Board ratify the execution of the contract with Eminent Technical Solutions, authorize the purchase of and payment for the items specified in the RFP, and authorize the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered for the fiscal year 07/01/2026-06/30/2027 to request reimbursement of reimbursable expenses.

**Syracuse Arts Academy
Evaluation Committee Statement
E-Rate RFP**

Background Information

Syracuse Arts Academy (the “School”) published an E-Rate RFP from February 2026 through March 2026. Three companies submitted proposals in response to the RFP – Fortius Network, LLC; Eminent Technical Solutions; and Concourse Tech Inc.

Evaluation

The Evaluation Committee for this RFP was comprised of the following four individuals: Kellie Mudrow, Nathan Steed, Mary Johnston, and Emily Bejarano. They met together and reviewed and scored all proposals on March 27, 2026 after the RFP window closed. No member of the Evaluation Committee had a conflict of interest with any vendor. The Evaluation Committee evaluated the proposals in accordance with the Bid Evaluation Instructions provided to the School.

The Evaluation Committee awarded Eminent Technical Solution’s proposal the highest overall score, 93.264/100. The Evaluation Committee awarded Fortius’ proposal a score of 60/100 and excluded Concourse Tech’s bid because it was incomplete. A breakdown of these total scores is provided on the E-Rate Bid Evaluation Grid, which is provided with this Statement.

Based on its review of the proposals, the Evaluation Committee determined that (i) the proposal from ETS meets the requirements of the RFP; (ii) ETS’s proposal pricing is reasonable; (iii) ETS has the requisite knowledge, experience with our school and other charters within the state, and skill to complete this project; and (iv) acceptance of ETS’s proposal would be in the best interest of the School.

Fortius’ proposal did not demonstrate well the company’s prior experience with charters in Utah, or its personnel qualifications, and although there were two cited projects highlighted in Fortius’ proposal, in looking up on Utah’s financial transparency site, they had less than \$200,000 in payments from Utah schools.

Concourse Tech’s proposal was incomplete.

- The cost of Fortius Networks, LLC’s proposal is \$42,292.82,
- The cost of Eminent Technical Solution’s proposal is \$55,627.00, and
- The cost of Concourse Tech’s proposal is: N/A due to an incomplete proposal.

Award Recommendation

The Evaluation Committee recommends to the School’s Board of Directors that it award the E-Rate contract to Eminent Technical Solutions. The Evaluation Committee believes that their proposal provides the best value to the School in connection with this project.

RESOLUTION

Be it resolved that the governing board for Syracuse Arts Academy

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered for the fiscal year 07/01/2026-06/30/2027.

2. Authorizes payment of the applicant's share subject to the following conditions:
 - (1) Approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
 - (2) Receipt of services during the fiscal year 07/01/2026-06/30/2027.

Signature: _____ Date: _____

Printed Name: _____ Title: _____



FRN Report

04/05/26

Report Filters:
 Entity Number: 17005422
 Funding Year: 2026

BEN	Applicant Name					Applicant City	ST	Sites	471 No.	Filing Date	SPIN	Service Provider		471 Nickname
Year	FRN	Status	Wave	Type	486 SSD	Cont. Date	Contract Number	Award Amt.	Disc%	Request	Commitment	Disbursed	Contract Exp	FRN Nickname
17005422	Syracuse Arts Academy School District					Syracuse	UT	4	261036735	2026-03-31	143035132	Eminent Technical Solutions LLC		SYRA C2-2026 IC
2026	2699053907	Pending	N/A	IC		03/27/2026	551888 SYRA ETS IC 2	80,127.00	40%	32,050.80	0.00	0.00	2029-09-30	1 - Network
Grand Total								80,127.00		32,050.80	0.00	0.00		

AGREEMENT FOR E-RATE PRODUCTS AND/OR SERVICES FY2026-27

APPLICANT		PROVIDER	
Organization	Syracuse Arts Academy BEN: 17005422	Company Name	Eminent Technical Solutions
Contact Name	Kellie Mudrow	Contact Name	Scott Barrett
Contact Email	kmudrow@saacharter.org	Contact Email	Scott.barrett@etscorp.com
Address	2965 W. Antelope Drive	Address	103 N 1600 W
City, ST, Zip	Syracuse, UT 84075	City, ST, Zip	Layton, UT 84041
USAC BEN		USAC SPIN	143035132
FCC Form 470 #	260023564	Bid #	
E-Rate RFP #		Bid Amount \$	\$80,127
Number of annual renewals allowed for this agreement:		Initial three years with up to two renewals.	

SERVICES

The Provider agrees to provide to the Applicant the products and/or services as specified in the Provider's Bid and incorporated with the Applicant's E-Rate RFP and FCC Form 470 as listed above.

RECITALS

Pursuant to the Schools and Libraries Universal Services Support Mechanism (E-Rate) contained in the Universal Service Provisions of the Telecommunications Act of 1996 [47 U.S.C. § 254. Telecommunications Act of 1996, Pub. L. No. 104-104, 110 Stat. 56 (1996) ("1996 Act"), Applicant advertised for certain products and services. The provider submitted a bid to provide same. In accordance with the requirements of the regulations implementing the Act, Applicant considered the bid and determined that it should be accepted. The parties are now ready to enter a contract for the furnishing of such products and/or services, and they set their agreement in writing as follows:

AGREEMENT

For and in consideration of the payment of the sums of money specified herein, together with other good and valuable consideration, Provider does hereby agree to furnish, and Applicant does hereby agree to accept and pay the discounted price for the products and/or services bid.

The term of this agreement shall commence (a) on or after July 1, 2026, and shall terminate on June 30, 2027, for recurring services or (b) on or after April 1, 2027, and shall terminate on September 30, 2029, for non-recurring services. The applicant reserves the right to extend the intent to purchase for an additional annual term through September 30, 2031. The agreement expiration for non-recurring services and software/license purchases that may be classified as recurring by USAC shall be automatically extended to align with SLD authorized extensions due to late funding and changes in products and/or services approved on or after March 1st or upon certification of an FCC Form 500 Service Delivery Deadline Extension Request. This agreement may be extended annually and voluntarily by mutual written ratification up to the number of renewals listed above. The Applicant must issue a written notice to proceed to the Provider prior to commencement of service, delivery or installation. The Applicant is under no obligation to pay if the Provider commences work without the Applicant's written notice to proceed.

If the Schools and Libraries Division ("SLD"), Administrator of the Universal Services Support Mechanism, or its successor, should fail to approve all of or any part of the products and services covered by this agreement, the Applicant shall have the right, at its option, to cancel this agreement, as to that part of the products and services disallowed for discount pricing. If, after approval of discount funding by SLD or its successor, Applicant's governing board should fail to approve all of or any part of the products and services covered by this agreement, the Applicant shall have the right, at its option, to cancel this agreement as to that part of the products and services disallowed by the governing board. The total costs of the products and services shall not exceed the Bid Amount. In no circumstances shall Applicant be liable for an amount exceeding the Applicant's non-discount share unless Applicant's governing board specifically waives this provision in writing.

For Applicant:

For Provider:

Kellie Mudrow 3/27/26
 Applicant Signature Date

[Signature] 3/27/26
 Provider Signature Date

Kellie Mudrow
 Printed Name:
Lead Director, Syracuse Arts Academy
 Title:

Scott Barrett
 Printed Name:
CEO
 Title:



**SAA Board of Director's Meeting
Thursday, April 16, 2026**

Action Item: *Technology Purchase*

Issue:

In accordance with the School's purchasing policy, all invoices that exceed \$25,000 must be approved by the Syracuse Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

Background:

This proposal outlines a comprehensive IT infrastructure upgrade for Syracuse Arts Academy-Antelope Campus, including new server hardware, virtualization migration, router replacement, and network/rack cleanup. The project includes installation of a high-performance Dell PowerEdge server, implementation of Windows Server 2025, migration of existing virtual machines, and upgrades to networking equipment such as a MikroTik router and UniFi switch to improve performance and reliability.

In addition to hardware, the scope includes significant labor for configuration, domain controller setup, network optimization, and cabling improvements, with some work requiring coordinated network outages. The total one-time investment for the project is **\$27,853.50**, positioning the organization for improved system stability, scalability, and network efficiency moving forward.

Recommendation:

It is recommended that the Board approve the Technology purchase not to exceed \$28,000.

Proposal Summary

Prepared by:
Jordan Homer
 ETS Corp
 8337587300
<https://etscorp.com>

Prepared for:
Nathan Steed
 Syracuse Arts Academy
 2893 W 1700 S
 84075

Quote information:
Quote #17259-1-A
 Prepared on: 3/26/2026
 Expires: 4/25/2026

Server Installation, Hypervisor Migration, Router Replacement, & Rack and Cable Cleanup

One-time costs

Name	Description	Quantity	Unit Price	Tax	Price
Server Hardware					
Dell PowerEdge R750xs Server (Qty. 1) Dell Trusted Platform Module 2.0 (Qty. 2) 12-Core Intel Xeon Silver 4310 (Qty. 16) Dell 16GB DDR4 ECC RDIMM 3200Mhz (Qty. 1) Dell H755 8GB NV 12Gb/s PowerEdge RAID Controller Adapter (Qty. 8) Dell 8TB 7.2K 12Gbps 3.5 HDD [29TB RAID 10] (Qty. 1) Dell R750xs Boot Optimized Storage (BOSS-S2) 480GB M.2 (RAID 1) (Qty. 1) Dell Intel E810-XXVDA4 Quad Port 25GbE SFP28 OCP 3.0 (Qty. 1) Dell iDRAC9 Enterprise License (Qty. 1) Dell OpenManage Enterprise Advanced License (Qty. 1) Dell PowerEdge Standard Bezel (Qty. 1) Dell ReadyRails 2U Static Rail Kit (Qty. 2) Dell 1100W Titanium AC Power Supply 3 Year Warranty		1	\$15,500.00	\$0.00	\$15,500.00
Windows Server 2025 Datacenter - 16 Core EDU		1	\$1,692.00	\$0.00	\$1,692.00
Windows Server 2025 Datacenter - 2 Core EDU		4	\$211.00	\$0.00	\$844.00
CyberPower PDU - 12 Outlets		1	\$105.00	\$0.00	\$105.00
SM SFP+ Transceivers (Pair)		2	\$40.00	\$0.00	\$80.00
10' OS2 Fiber Patch Cable		2	\$18.00	\$0.00	\$36.00
10' CAT6 Patch Cable		1	\$12.00	\$0.00	\$12.00
Server Labor					
ITMS Labor Stage Server - Build RAIDs - Install Windows/Hyper-V Install Servers on Site - Install Server & Cabling in Onsite Rack - Configure Networking - Configure iDRAC - Assign Static IP Addresses		6	\$95.00	\$0.00	\$570.00

ITMS Labor Build New Domain Controller & Transfer FSMO Roles - SAA-SVR03		5	\$95.00	\$0.00	\$475.00
ITMS Labor Migrate Virtual Machines: - SAA-BellsAnt - SAA-ELEM-AudioENhancement - SAA-ETSTEST-ANT - SAA-FW02 - SAA-P4D - SAA-SBC - SAA-WDS2 *A Network Outage Will Be Required During Firewall Migration. This Event Will Be Coordinated With SAA Leadership		21	\$95.00	\$0.00	\$1,995.00
Router					
MikroTik CRS518-16XS-2XQ-RM Cloud Router Switch		1	\$1,549.00	\$0.00	\$1,549.00
Router Labor					
ITMS Labor UEN Coordination - Request 10G SFP+ Port Be Enabled on SAA Antelope's UEN Modem		3	\$95.00	\$0.00	\$285.00
ITMS Labor Pre-Configure Router		5	\$95.00	\$0.00	\$475.00
ITMS After-Hours Labor		5	\$142.50	\$0.00	\$712.50
Content Keep Cabling					
SM SFP+ Transceivers (Pair)		4	\$40.00	\$0.00	\$160.00
10' OS2 Fiber Patch Cable		4	\$18.00	\$0.00	\$72.00
Content Keeper Labor					
ITMS Labor Upgrade Content Keeper to SFP+ Fiber Cabling		8	\$95.00	\$0.00	\$760.00
Existing Switch Cabling					
10' OS2 Fiber Patch Cable		6	\$18.00	\$0.00	\$108.00
SM SFP+ Transceivers (Pair)		6	\$40.00	\$0.00	\$240.00
Existing Switch Cabling Labor					
ITMS Labor Replace Switch Cabling - Attached to New Router *A Network Outage Will Be Required During Switch Cabling Cutover. This Event Will Be Coordinated With SAA Leadership		1	\$95.00	\$0.00	\$95.00
Rack Labor					



Installation Labor Bolt 2-Post Rack to Floor	Installation labor	1	\$100.00	\$0.00	\$100.00
Network Switching Addition					
UniFi Switch Pro Max 48 PoE		1	\$1,420.00	\$0.00	\$1,420.00
SM SFP+ Transceivers (Pair)		1	\$40.00	\$0.00	\$40.00
10' OS2 Fiber Patch Cable		1	\$18.00	\$0.00	\$18.00
(Qty. 24) 6" Cat6 Ethernet Patch Cables		1	\$35.00	\$0.00	\$35.00
Network Switching Addition Labor					
ITMS Labor Adopt and Configure Network Switch					
Rack and Cabling Switch - Remove and Replace White 6' CAT6 Cabling - Reconnect Hanging Patch Cables		5	\$95.00	\$0.00	\$475.00

Terms and Conditions

For equipment purchases, payment is due prior to work being completed. Project invoices will be Due Upon Receipt. Invoices not paid within terms will be subject to an interest charge of 18% per annum. If collection is required, the undersigned agrees to pay collection costs and reasonable attorney fees. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

Subtotal: \$27,853.50
Tax: \$0.00
Total: \$27,853.50

ETS Corp

Syracuse Arts Academy

Name: Jordan Homer

Signature:

Name:

Change Order Procedure

Thank you for considering ETS for your project. We are pleased to present you with a project quote for the services we will provide. The quote presented in this document includes a description of the services we will provide and the total project cost. We strive to take all factors into consideration to provide a fair and accurate quote for your project. If the project requires a change in materials or scope of work, ETS will produce a change order for your approval.

The following process will be followed by client or ETS if a change to this quote is required:

- A request to change or add to any part of the project must be made in writing and will be considered a 'Change Order' to the original project.
- If the Change Order will require a difference in the original project cost, an estimated amount will be provided to the Client for review and approval.
- The Client will confirm the Change Order via email response or signature on change order quote, and in doing so, it is agreed that the Client will pay any difference in cost illustrated in the change order once the project is completed and invoiced. If the Change Order requires some payment upfront, this will be noted.

If you have any questions or concerns about the project quote, please do not hesitate to contact us. We appreciate the opportunity to work with you and look forward to the possibility of partnering on this project.