

**Terryberry**

2033 Oak Industrial Dr. N.E.  
Grand Rapids, MI 49505

June 27, 2014

Date

This serves as written authorization for Terryberry to cut the tooling necessary to manufacture the Tenure Milestone award jewelry for **The Town of Nags Head.**

Terryberry's guarantee is that the finished product will duplicate the artwork that their Design Department prepared for the **Town of Nags Head, Town Manager's** approval.

It is also understood that there is a one-time die charge of **\$548.13** to cover the labor involved in preparing the new tooling. Given the custom nature of this work, tooling charges are billed as soon as the order is placed. This die charge does not repeat as long as the reorder can be manufactured using the original tooling. Terryberry reserves the right to requote tooling charges to comply with revised specifications.

Die, cuts, molds, tools, hobs, templates, etc. produced by Terryberry and used in the manufacture of awards remain the property of Terryberry. ***Terryberry shall retain title to all products manufactured by Terryberry for you until Terryberry receives payment for such products, regardless of whether or not such products have been shipped and/or received by you.***

Once an order is placed, you will receive by email, a written Order Acknowledgement from Terryberry. Included in this acknowledgement is the order ship date, method of shipment and the details of the order. This is not to be paid from but for you to check for order accuracy. The actual invoice will arrive after the award order is shipped. Terryberry correspondence may arrive via facsimile and/or email.

Accepted:



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Signature of Authorized Agent

Date:

June 27, 2014

Name: Cliff Ogburn

Title: Town Manager

Company: Town of Nags Head