



February 13, 2013

Mr. Chandler M. Poole
Director of Development
City of West Lafayette
609 West Navajo Street
West Lafayette, IN 47906

RE: Master Agreement for Communications Services

This letter will serve as a Master Agreement for communications services for the City of West Lafayette, including strategic communications counsel and planning, development and implementation of communication strategies, plans and messages to communicate West Lafayette's story, meeting preparation, travel time, meeting attendance, communication with involved parties and any other such work you request or authorize.

This Agreement covers the time period of January 1, 2013 – December 31, 2013 at a professional hourly rate of \$100 billed monthly and reimbursement of customary expenses including mileage billed at 56.5 cents per mile.

If you agree with the terms set forth in this Agreement, please sign below. I look forward to continuing to work with you to ensure strategic and effective communications to serve the best interests of the City of West Lafayette.

Susan Nelson, APR
Susan Nelson, APR

February 13, 2013
Date

Chandler M. Poole
Accepted for the City of West Lafayette by:
Chandler M. Poole

2/13/2013
Date

Susan Nelson, APR

public relations and communications consulting

7135 Sea Pine Drive, Indianapolis, IN 46250 ■ 317.523.7135 ■ snelson418@comcast.net

Susan Nelson Master Agreement for Communication Services – Development Department

APPROVED:

DATE: _____

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