



**Procurement Division**  
 Fauquier County Government & Public Schools  
 320 Hospital Drive, Suite 23  
 Warrenton, VA 20186-3037  
 Jeffrey.Campbell@fauquiercounty.gov  
 Contract# 25-111-C-S



Phone (540) 422-8350

Fax (540) 422-8355

**Vendor Discount Program Participation Form**  
**Page 1 of 2**

Business Name: <a href="#">Xpress Copy and Graphics, LLC</a>	
Address: <a href="#">486 James Madison Highway, Culpeper, VA 22701</a>	
Phone Number: <a href="#">540-829-1785</a>	Website: <a href="#">www.xpress-copy.com</a>
Federal Identification Number: <a href="#">42-1703975</a>	State Corp Commission (SCC):
Contact Person: <a href="#">Jonathan James</a> or <a href="#">Ash Burke</a>	
Phone Number: <a href="#">540-829-1785</a>	Email Address: <a href="#">jonathan@xpress-copy.com</a>
<u>Type of products/services offered by vendor</u>	<u>Type of Discount Offered</u>
<a href="#">Commercial Printing/ Large Format Printing and Banners</a>	<a href="#">15-20% Discount</a>
<a href="#">Exterior Signage/Wayfinding Signage</a>	<a href="#">5-10% Discount</a>
<a href="#">Vehicle Graphics and Fleet Wraps</a>	<a href="#">5-10% Discount</a>
<a href="#">ADA Signage</a>	<a href="#">5-10% Discount</a>
<a href="#">Installation Services (Class A Commercial and Sign Contractor)</a>	<a href="#">10-15% Discount</a>
<b>Please provide any other pricing/rate sheets as an attachment for additional products/services/discounts.</b>	
Do you have delivery capability: <input checked="" type="checkbox"/> (Y/N) YES	If yes, is there any charge for delivery? <input checked="" type="checkbox"/> (Y/N) NO
If yes, what is the charge or percentage rate?	
What is your return policy (if applicable)? <a href="#">Any issues created on our end we always reprint at no charge. Heavily discount if user error.</a>	
Do you charge a restocking fee (if applicable)? (Y/N)	
If yes, what is the charge or percentage?	
<b>PAYMENTS:</b>	
Do you accept Credit Cards for Payments: (Y/N)	YES
If yes, what is the process to setup an account(s) to be able to pay with Credit Cards?	
<a href="#">Just Name, phone, address. We do not store credit cards for safety</a>	
What procedure do our employees need to follow to pay with a credit card in store, by phone and/or online?	
<a href="#">Credit cards can be paid through our online portal, phone or in person</a>	
Do you accept Purchase Orders: (Y/N)	YES
If yes, what is the process to setup an account(s) to be able to pay with a Purchase Order?	
<a href="#">We have a basic form to capture name, phone and address for mailing statements.</a>	
What procedure do our employees need to follow to pay with a Purchase Order in store, by phone and/or online?	
<a href="#">Can pay be credit card online, in person or by phone or can mail a check.</a>	

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<b>Tax Exempt Information:</b>
Fauquier County Government and Fauquier County Public Schools are exempt from Virginia Sales and Use Tax. Please note: Fauquier County and Fauquier County Public Schools have separate tax exempt numbers. Vendor shall remove Virginia Sales and Use tax from purchases.
What procedure/who do we contact to set up tax exempt accounts (if not already in place)?
<a href="mailto:sandy@xpress-copy.com">Sandy Boone: sandy@xpress-copy.com</a> or when placing order our team will let that department know if we need a tax exempt and will put them in contact with Sandy.
By signing below, Vendor agrees to the Terms and Conditions of Contract# 25-111-C-S and to extend Fauquier County Government and Fauquier County Public Schools the goods, services and discount(s) listed above and/or attached, for the term: <b>July 1, 2025 through June 30, 2026.</b>
<a href="#">Xpress Copy and Graphics, LLC</a>
Company Name

Signature of Authorized Representative
<a href="#">Jonathan James</a>
Print Name and Title
<a href="#">3/6/2026</a>
Date

**\*\*\*RETURN THIS PAGE VIA\*\*\***

**Email:** [jeffrey.campbell@fauquiercounty.gov](mailto:jeffrey.campbell@fauquiercounty.gov)  
**Mail or Hand Deliver:** Fauquier County Government and Public Schools  
 Procurement Division Attn: Jeff Campbell  
 320 Hospital Drive, Suite 23, Warrenton, VA 20186

## Xpress Copy & Graphics

### Vendor Pricing & Services Summary – Fauquier County Vendor Discount Program

Jonathan James  
Class A Licensed Contractor #2705167980  
Culpeper, Virginia  
540-829-1785  
www.xpress-copy.com

#### Services Offered and Vendor Discounts

Type of Products / Services	Discount Offered
Commercial Printing / Large Format Printing / Banners	15–20% Discount
Exterior Signage / Wayfinding Signage	5–10% Discount
Vehicle Graphics and Fleet Wraps	5–10% Discount
ADA Signage	5–10% Discount
Installation Services (Class A Commercial and Sign Contractor)	10–15% Discount

#### Additional Services Available

- Park and trail signage
- Facility and building signage
- Directional signage
- Temporary construction signage
- Event banners and displays
- Vehicle lettering and fleet graphics
- Sign removal and replacement
- Project coordination and installation
- Xpress Copy & Graphics is a SWaM Certified Vendor and Virginia Class A Licensed Sign Contractor providing installation services throughout the region.

#### Delivery

Delivery is always provided at no charge for Fauquier County departments and schools within the service area.

#### Contacts

Ash Burke [Print@xpress-copy.com](mailto:Print@xpress-copy.com) / Jonathan James [jonathan@xpress-copy.com](mailto:jonathan@xpress-copy.com)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Maloney & Ward Insurance Agency, Inc. 202 W. Evans Street Culpeper VA 22701		<b>CONTACT NAME:</b> Amy Dodson <b>PHONE (A/C. No. Ext):</b> (540)825-9121 <b>FAX (A/C. No.):</b> (540)825-6515 <b>E-MAIL ADDRESS:</b> adodson@maloneyandward.com	
<b>INSURED</b> Xpress Copy and Graphics, LLC 486 James Madison Highway Culpeper VA 22701		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Erie Insurance Co <b>INSURER B:</b> Erie Insurance Exchange <b>INSURER C:</b> Erie Insurance Co of NY <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Q610450584	09/01/2024	09/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			Q090140748	09/01/2024	09/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Q330173243	09/01/2024	09/01/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Q730024210	09/01/2024	09/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Printers Errors & Omissions			Q610450584	09/01/2024	09/01/2025	\$1,000,000 each claim \$2,000,000 Aggregate \$1000 ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Sample Certificate

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Fax:

Email:

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ACORD 25 (2016/03)

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