

# Contract for Service Form

## Rock Island-Milan School District 41

**VENDOR NAME:** One Step, Inc. **EMAIL:** reid@print1step.com

**ADDRESS:** 806 W. 4th Street, Davenport, IA 52802

**DATES OF SERVICE TO BE COMPLETED:** Fiscal Year 2027

**SCHOOL DISTRICT CONTACT:** Annaka Whiting

**COMPENSATION:** \$ not to exceed \$75,000.00

**DESCRIPTION OF DUTIES:**

Printing and promotional items for the District including T-shirts, hoodies, polos (youth and adult sizes), banners, yard signs posters.  
Printed materials (brochures, flyers, postcards)  
Promotional items (pens, water bottles, tote bags, lanyards, etc.)  
Custom notebooks, planners and folders

**Is this a Subscription/Software:** Yes  or No

*If NO, go to next section. If YES, complete below, then go to next section (no vendor signature)*


**Subscription/Software Name:** \_\_\_\_\_ **Website:** \_\_\_\_\_

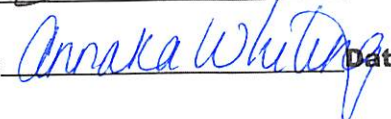
**Subscription/Software Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**SOPPA Approved:** Yes  or No

**Requesting School:** District

**Budget Code:** Multiple budget codes

**Signature of Vendor:**  **Date:** 4-28-2026

**Signature of Budget Administrator:**  **Date:** 4/28/20

\_\_\_\_\_  
**Superintendent or School Board President**

\_\_\_\_\_  
**Date**