

**INCENTIVE AGREEMENT**

This Incentive Agreement is effective May 8th, 2024, and is entered into between the following parties:

GO TOPEKA: GROWTH ORGANIZATION OF TOPEKA/SHAWNEE COUNTY, INC.

719 S. Kansas Ave., Suite 100  
Topeka, KS 66603  
Phone: (785) 234-2644  
Fax: (785) 234-8656  
Contact Person/Title: Molly Howey, President, GO Topeka

MOORE DIGITAL PRINT & MAIL CENTER

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**WHEREAS**, MOORE DIGITAL PRINT & MAIL CENTER is a corporation that is in good standing and qualified to do business under the laws of the state of Kansas; and

**WHEREAS**, MOORE DIGITAL PRINT & MAIL CENTER is contemplating investing approximately Thirty-One Million Dollars (\$31,000,000.00) to construct improvements and equip additional production space in Shawnee County, Kansas; and

**WHEREAS**, MOORE DIGITAL PRINT & MAIL CENTER intends to expand its operations and, in the process, create sixty (60) full time jobs over the next approximately five (5) years; and

**WHEREAS**, GO TOPEKA desires to assist and promote MOORE DIGITAL PRINT & MAIL CENTER by offering up to Two Hundred Seventy-Two Thousand Dollars (\$272,000.00) in employment, training and investment incentives; and

**WHEREAS**, MOORE DIGITAL PRINT & MAIL CENTER acting in reliance upon the incentives set forth in this Agreement, has decided to maintain and expand its operations in Shawnee County, Kansas; and

**WHEREAS**, the parties wish to memorialize their understanding regarding the details of the incentive package through this legally enforceable contract.

Only new Full Time Employment Positions shall be eligible for the Employment Incentive. A "new" Full Time Employment Position is an otherwise eligible Full Time cannot be aggregated to qualify for an Employment Incentive.

Federal, state and local employment taxes attributable to the employee. More than one position must be one in which MOORE DIGITAL PRINT & MAIL CENTER withholds and pays all requirements identified herein, including compensation). Each Full Time Employment Position CENTER from changing the title, purpose or utility of a position (as long as it meets the other the same person, nor shall this Agreement preclude MOORE DIGITAL PRINT & MAIL and paid time off. Nothing herein shall require that a Full Time Employment Position be held by least part of the premiums of which are paid by MOORE DIGITAL PRINT & MAIL CENTER, does not include benefits. Each position shall be eligible to receive health insurance benefits, at MOORE DIGITAL PRINT & MAIL CENTER to a full-time employee in a calendar year, but amount thereof), compensation includes salary, bonuses or other cash incentives paid by calendar year. For purposes of determining eligibility for Employment Incentives (and the that includes approximately 2080 paid hours of service in Shawnee County, Kansas, during each As used in this agreement, a "Full Time Employment Position" is an employee position

not eligible for an Employment Incentive. A Full Time Employment Position receiving compensation of less than \$50,000.00 annually is

• \$50,000 or above	\$5,000	\$1,000
<u>Annual Compensation</u>	<u>Total Employment Incentive</u>	<u>Per Year</u>

compensation as follows:

Employment Incentive of a new Full Time Employment Position is based on annual employee years, subject to the limitations and requirements outlined herein. The eligibility for Employment Positions created by MOORE DIGITAL PRINT & MAIL CENTER over five (5) Dollars (\$75,000.00) (the "Employment Incentive") for up to Fifteen (15) new Full Time DIGITAL PRINT & MAIL CENTER an employment incentive of up to Seventy-Five Thousand

1. Local Employment Incentive. GO TOPEKA agrees to provide to MOORE

covenants and agreements expressed herein, the parties covenant and agree as follows:

NOW, THEREFORE, in consideration of such mutual benefits and the mutual

WITNESSETH:

Employment Position that is in excess of and in addition to the 390 Full Time Employees employed by MOORE DIGITAL PRINT & MAIL CENTER as of May 8<sup>th</sup>, 2024.

A Full Time Employment Position shall not fail to qualify for the Employment Incentive if the position is vacated (voluntarily or otherwise) and MOORE DIGITAL PRINT & MAIL CENTER is undertaking an open and active search and such position is filled within one hundred eighty (180) days after the vacancy during the calendar year. If unfilled for longer than one hundred eighty (180) days during a calendar year, the position will cease to qualify as Full Time Employment Position and will not be eligible for an Employment Incentive for that year.

Notwithstanding anything to the contrary herein, a maximum Employment Incentive available hereunder shall not exceed Seventy-Five Thousand Dollars (\$75,000) in the aggregate. Generally, the maximum annual Employment Incentive payment shall be Fifteen Thousand (\$15,000); however, if MOORE DIGITAL PRINT & MAIL CENTER is experiencing faster than anticipated growth and the GO TOPEKA budget allows, the yearly Employment Incentive may exceed the noted maximum at the direction of the President of GO TOPEKA.

Installments of the Employment Incentive shall be available to be earned for up to five (5) consecutive years, with the first qualifying period beginning on May 8<sup>th</sup>, 2024 (with the Employment Incentive installment relating to Full Time Employment Positions established in 2024 paid in 2025), and the last qualifying period (depending when a position was added) ending on May 7<sup>th</sup>, 2029 (with the first Employment Incentive installment relating thereto paid in the third quarter of 2029). The Employment Incentives shall not exceed Fifteen Thousand Dollars (\$15,000) in any one calendar year.

GO TOPEKA will endeavor to make incentive payments according to the following schedule:

- New Full Time Employment Positions hired between May 8<sup>th</sup>, 2024 and December 31, 2024 will be eligible to receive the first incentive payment installment in 2025;
- New Full Time Employment Positions hired between January 1, 2025 and December 31, 2025 will be eligible to receive the first incentive payment installment in 2026;
- New Full Time Employment Positions hired between January 1, 2026 and December 31, 2026 will be eligible to receive the first incentive payment installment in 2027;
- New Full Time Employment Positions hired between January 1, 2027 and December 31, 2027 will be eligible to receive the first incentive payment installment in 2028;

2. Employment Incentive Calculation Documentation. When and as reasonably requested by GO TOPEKA, MOORE DIGITAL PRINT & MAIL CENTER shall provide GO TOPEKA with state and federal employment tax returns and/or other information reasonably necessary to establish employment levels in Shawnee County, Kansas, for purposes of calculating Employment Incentives and monitoring MOORE DIGITAL PRINT & MAIL CENTER's performance hereunder. GO TOPEKA is granted the right to audit payroll and human resources records at any time during the term of this Agreement. GO TOPEKA is granted the right to reduce payments made to MOORE DIGITAL PRINT & MAIL CENTER by amounts found to be improper, unauthorized or unsubstantiated. GO TOPEKA shall have sole authority in this regard and shall base its decision upon information submitted, including absence of documents to substantiate expenditure.

2026 upon receipt and verification of appropriate documentation.

receive an Employment Incentive installment in the amount of \$3,000 [(3 x 1,000) + (1 x 0)] in Employment Positions receiving compensation less than \$50,000.00, it would be eligible to Employment Positions receiving compensation of at least \$50,000 and one (1) new Full Time throughout the period between January 1, 2025 and December 31, 2025 three (3) new Full Time For purposes of illustration, if MOORE DIGITAL PRINT & MAIL CENTER hires Employment Incentive in one year after failing to qualify in a prior year.

The parties recognize there may be some turnover and fluctuations in MOORE DIGITAL PRINT & MAIL CENTER's employment levels. Therefore, a position may qualify for an Employment Incentive in one year after failing to qualify in a prior year.

to employment levels. incentive payments within sixty (60) days of the receipt of such sufficient documentation relating elsewhere herein). GO TOPEKA shall make all reasonable efforts to complete payment of all TOPEKA with sufficient documentation relating to such employment levels (as required provided, however, that MOORE DIGITAL PRINT & MAIL CENTER must first provide GO

- New Full Time Employment Positions hired between January 1, 2028 and December 31, 2028 will be eligible to receive the first incentive payment installment in 2029;
- New Full Time Employment Positions hired between January 1, 2029 and May 7<sup>th</sup>, 2029 will be eligible to receive the first incentive payment installment in the third quarter of 2029;

3. **Employee Training Incentive.** MOORE DIGITAL PRINT & MAIL CENTER may earn an Employee Training Incentive in an amount not to exceed Sixty Thousand Dollars (\$60,000.00) (the “Employee Training Incentive”).

GO Topeka shall reimburse MOORE DIGITAL PRINT & MAIL CENTER for verifiable training costs including, but not limited to, tuition, registration fees, computer software for in-house training and other direct training costs incurred from May 8<sup>th</sup>, 2024 to May 7<sup>th</sup>, 2029 in accordance with the following provisions. MOORE DIGITAL PRINT & MAIL CENTER shall be eligible for up to One Thousand Dollars \$1,000 in Employee Training Incentive for up to sixty (60) net new Full Time Employment Position (as defined in Section 1 “Local Employment Incentive”), created by MOORE DIGITAL PRINT & MAIL CENTER. Thus, for MOORE DIGITAL PRINT & MAIL CENTER to receive all Sixty Thousand Dollars (\$60,000) in Employee Training Incentive the company’s full-time employment would need to increase to at least four hundred fifty (450).

An Employee Training Incentive payment may be made to MOORE DIGITAL PRINT & MAIL CENTER starting in 2025 for training costs incurred by any full-time employee (new or existing) at MOORE DIGITAL PRINT & MAIL CENTER in 2024 upon proof of approved training expenses in the form of paid invoices, or other verifiable records confirming payment for approved training expenses. The amount of Employee Training Incentive available in 2025 will be based on net new Full Time Employment Positions created by MOORE DIGITAL PRINT & MAIL CENTER in 2024. For example, if MOORE DIGITAL PRINT & MAIL CENTER created five (5) new Full Time Employment Positions in 2024, increasing the company’s full time employee count to three hundred ninety-five (395) MOORE DIGITAL PRINT & MAIL CENTER could receive a reimbursement of up to \$5,000 in 2025, for expenses incurred to train any existing or new full-time employee. Payment for training expenses incurred shall be available on a yearly basis thereafter through 2029 based on the previous year’s job creation and verifiable training costs. GO TOPEKA shall not reimburse MOORE DIGITAL PRINT & MAIL CENTER for wages paid to an employee while they are in training or incidental costs associated with training such as travel expenses, meals, and lodging.

4. **Real Estate & Equipment Investment Incentive.** For each One Million Dollars (\$1,000,000) in expenditure made by MOORE DIGITAL PRINT & MAIL CENTER between May 8<sup>th</sup>, 2024 and May 7<sup>th</sup>, 2029 for the improvement of its real property located at 4000 SE

Adams St Ste 2, Topeka in Shawnee County, Kansas GO TOPEKA shall pay an incentive to MOORE DIGITAL PRINT & MAIL CENTER of Five Thousand Dollars (\$5,000) (The "Real Estate Investment Incentive"). The aggregate of said real estate investment payments shall not exceed One Hundred Twenty-Five Thousand Dollars (\$125,000). MOORE DIGITAL PRINT & MAIL CENTER's investment in its real property in Shawnee County is expected to be made to MOORE DIGITAL PRINT & MAIL CENTER upon GO TOPEKA's receipt of documentary evidence showing the investment and improvement (construction/remodel) in the real property. For each One Million Dollars (\$1,000,000) in expenditure made by MOORE DIGITAL PRINT & MAIL CENTER between May 8<sup>th</sup>, 2024 and May 7<sup>th</sup>, 2029 for the purchase of equipment to be housed at its real estate located in Shawnee County, Kansas GO TOPEKA shall pay an incentive to MOORE DIGITAL PRINT & MAIL CENTER of Two Thousand Dollars (\$2,000) (The "Equipment Investment Incentive"). The aggregate of said equipment investment incentive payments shall not exceed Twelve Thousand Dollars (\$12,000). The equipment investment incentive payments shall be made to MOORE DIGITAL PRINT & MAIL CENTER upon GO TOPEKA's receipt of documentary evidence showing the purchase of said equipment.

5. Use of Funds. The funds received by MOORE DIGITAL PRINT & MAIL CENTER pursuant hereto shall be used for the purpose of purchasing and improving real estate and equipment in Shawnee County, Kansas and for the employment and training of persons to be employed in Shawnee County, Kansas. Any notices required or permitted to be given pursuant to this Agreement may be delivered in person or mailed, certified mail, return receipt requested, to the addresses identified above.

6. Notices. The following miscellaneous provisions shall apply to this Agreement:

a. MOORE DIGITAL PRINT & MAIL CENTER agrees to make every reasonable effort to use, if qualified, Shawnee County residents to fill the new Full Time Employment Positions in Shawnee County, Kansas.

b. MOORE DIGITAL PRINT & MAIL CENTER shall provide prompt advance notice to GO TOPEKA of any material change in MOORE DIGITAL PRINT & MAIL CENTER's ownership, control or management, including issues of insolvency or bankruptcy, or

other material changes that could reasonably result in a default by MOORE DIGITAL PRINT & MAIL CENTER under any agreement to which it is a party related to the matters set forth herein, or a change in the Full Time Employment Positions maintained in Shawnee County, Kansas.

c. MOORE DIGITAL PRINT & MAIL CENTER agrees to participate in a public event with GO TOPEKA in Shawnee County, Kansas, celebrating the employment expansion contemplated by this Agreement. Such event would include general recognition of JEDO's and GO TOPEKA's involvement in the project.

d. This writing contains the entire agreement reached between the parties hereto with respect to the subject matter hereof, and may be amended only in writing, duly executed by all parties concerned.

e. This Agreement shall be interpreted under the laws of the State of Kansas, with venue being solely in the state District Court of Shawnee County, Kansas. In the event any provision is found to be unenforceable or unconstitutional, all other provisions shall remain in full force and effect.

f. Time is of the essence of this Agreement.

g. By signing this Agreement, the parties affirm that they have the authority of their respective corporations to enter into this Agreement and bind their respective entities.

h. This Agreement shall bind and inure to the benefit of the parties to this Agreement, their heirs, legal representatives, assignees, transferors and successors.

i. No failure by a party to insist on prompt performance by the other party of its obligations hereunder shall constitute a waiver of rights under the Agreement. Similarly, the waiver by a party of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that same or any other provision.

j. This Agreement may be executed in counterparts, each counterpart shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one agreement, which shall be binding upon and effective as to all parties.

k. The parties acknowledge and agree that MOORE DIGITAL PRINT & MAIL CENTER shall not assign, transfer, hypothecate or otherwise encumber this Agreement and its rights hereunder, without the prior written approval of GO TOPEKA.

l. Sarbanes-Oxley and similar legislation may have application to, or affect the accounting for, this Agreement by MOORE DIGITAL PRINT & MAIL CENTER.

m. GO TOPEKA makes no representation as to the taxability or tax effect of this Agreement and the incentive payments hereunder.

n. GO TOPEKA's obligations hereunder are contingent upon approval hereof by the Joint Economic Development Organization ("JEDO") and the continued funding of GO TOPEKA at adequate levels through a portion of the Shawnee County retailer's sales tax and/or by JEDO. GO TOPEKA may unilaterally reduce or eliminate any payments hereunder in the event that sufficient funds are not available (taking into account GO TOPEKA's other obligations). GO TOPEKA will endeavor to give MOORE DIGITAL PRINT & MAIL CENTER advance notice of any reduction of funds when practical. MOORE DIGITAL PRINT & MAIL CENTER agrees and understands that if there are not sufficient funds appropriated or available to GO TOPEKA to continue to make any payments hereunder (taking into account GO TOPEKA's other obligations), GO TOPEKA may terminate this Agreement with written notice of termination to MOORE DIGITAL PRINT & MAIL CENTER. The reduction or elimination of any payments, and/or termination of this Agreement pursuant to this paragraph, shall not cause any penalty or damages to be charged to GO TOPEKA and MOORE DIGITAL PRINT & MAIL CENTER waives and releases any rights, causes of action or claims it may have should such insufficiency of funds occur.

o. In carrying out the terms and provisions of this agreement, MOORE DIGITAL PRINT & MAIL CENTER shall not unlawfully discriminate against any employee, applicant for employment, recipient of service or applicant to receive or provide services because of race, color, religion, sex, age, disability, national origin or any other status protected by applicable federal or state law or local ordinance.

p. MOORE DIGITAL PRINT & MAIL CENTER agrees to make a good faith effort to provide relocating information to existing employees, and/or new employees with information/relocation materials regarding Topeka and Shawnee County, that support and promote residency within the Topeka/Shawnee County limits. Annual reporting of these efforts shall be provided to GO TOPEKA during the incentivized period defined in this Agreement.

q. Every duty, right, or obligation contained in this Agreement imposes an obligation of good faith in its performance or enforcement. For the purposes of the Agreement, "good faith" dealing means honesty in fact in the conduct or the transaction concerned.




r. Nothing herein contained shall be construed or held to make any party a partner, joint venture or associate of another party in the conduct of its business, nor shall either party be deemed the agent of the other, it being expressly understood and agreed that the relationship between the Parties hereto is and shall at all times remain contractual as provided by the terms and conditions of this Agreement.

s. The parties agree to execute and deliver such other documents, agreements or instruments as may be necessary or convenient to effect the purposes of this Agreement and to comply with any of the terms hereof.

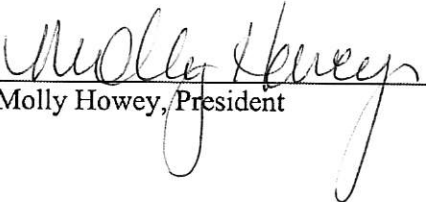
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

“MOORE DIGITAL PRINT & MAIL CENTER”

By:   
Shane Hillmer, President

“GO TOPEKA”

GROWTH ORGANIZATION OF TOPEKA/SHAWNEE COUNTY, INC.

By:   
Molly Howey, President

