



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 3

PRODUCT	BUSINESS CARDS, <u>NON-STANDARD FORMAT</u>
PROVIDER:	OREGON CORRECTIONS ENTERPRISES
CONTACT:	OCE Sales Representative Telephone: 503-373-0148 Email: oceprintshop@oce.oregon.gov
MAILING ADDRESS:	OCE Sales Representative Attn: OCE Print Shop 3405 Deer Park Dr. SE Salem, OR 97310
PRICE:	REFER TO ATTACHED PRICING SCHEDULE
PAYMENT TERMS:	NET 30 DAYS
SHIPPING:	SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.5, PACKAGING AND DELIVERY ABOVE
DAYS REQUIRED FOR DELIVERY:	REFER TO DELIVERY SCHEDULE
TRANSPORTATION CHARGES:	REFER TO DELIVERY SCHEDULE
MINIMUM ORDER:	250 BUSINESS CARDS. ALL ORDERS OVER 250 SHALL BE IN INCREMENTS of 250



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FOR PRINT SERVICES**

Attachment 3 – Pricing Schedule

BUSINESS CARDS, NON-STANDARD FORMAT

1. Ordering Instructions: (Please also refer to General Instructions in Exhibit A)

- 1.1 All non-standard business card designs for use by State Agency personnel must be approved by Agency Director and submitted to Department of Administrative Services, for approval prior to printing. Approved agency logos supplied in TIFF or EPS format. First time orders (new design) must be proofed with signed release from Customer prior to printing. Price includes typesetting charges only, not graphic design services, (see Section 2.2 for graphic design charges). Proofs are available in Portable Document Format (PDF).
- 1.2 Repeat orders: For repeat orders, send a sample card from the last printing attached to the order.

2. Pricing:

- 2.1 Pricing per unit (shipping price not included) – 250 business cards per unit; no discounts for additional card orders at the same time.

	One Color Single Sided	One Color Double Sided	Two Color Single Sided	Two Color Double Sided
1 Name 250 Cards	\$54.30	\$66.02	\$54.32	\$66.07
1 Name 500 Cards	\$67.21	\$87.66	\$67.25	\$87.75
1 Name 750 Cards	\$80.12	\$109.30	\$80.18	\$109.44
1 Name 1,000 Cards	\$93.02	\$130.95	\$93.11	\$131.13
Orders over 1,000 Cards – Call for Quote				

2.2 ADDITIONAL CHARGES:

One time setup fee for non-standard formatting.....\$56.41 flat fee
Graphic Design Services\$56.41 per hour
Gold/Metallic colored ink.....Call for Quote
Rush Delivery (ship in 5 working days).....\$10.00 per unit/flat fee

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of final Customer signed proof.
- 3.2 Rush Delivery: Ship date for rush orders is five (5) working days from final Customer signed proof.
- 3.3 All orders will be shipped via the most economical method at the determination of OCE. Shipping options include United ParcelService, Federal Express, United States Post Office, Oregon State Shuttle, P&D Delivery Services, or OCE Truck. This applies to any single printed order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product Technical Specifications:

- 4.1 The following specifications shall apply to all orders:

Item	Product	Stock	Ink
	3-1/2" x 2" Business Cards Typeset in Approved Agency Format	Various (see Section 5.2)	Various (see Section 5.1)

5. Product General Specifications: The following specifications shall apply to all orders:

- 5.1 Ink: All Pantone® colors available. Metallic colors are additional charge (see Section 2.1) No Thermograph (raised printing), gold foil, or four-color process available at this time.
- 5.2 Paper: 80# White Smooth Finish, or 80# Bright White Linen.
- 5.3 Proofing: All first time orders require a proof. Proofs are available in Portable Document Format (PDF). OCE is responsible for any charges incurred to deliver proof to Customer.
- 5.4 Packaging: One unit (250 cards) placed in a 2" x 3-1/2" x 3-1/2" box.

ADA Letterhead Format

Attachment 4B

 **Oregon**
Kate Brown, Governor

Department, Board or Commission
Division
Address
City, OR ZIP+4
Phone
Fax
TTY
Email Address@state.or.us
Web Site
Optional Information
Optional Information

42 Max characters, Font is 16 pt Bold Palatino
42 Max characters, Font is 14 pt Roman Palatino
Optional Departmental Logo

**You may change font styles for any line;
(i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)**

Your Logo

**You may change font styles for any line;
(i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)**

Optional Mission Statement, Font is 10 pt Palatino
Form Number, Font is 8 pt Roman Palatino

Form Number 000-00
Optional Mission Statement
Optional Mission Statement

