



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 3**

**PRODUCT:** **BUSINESS CARDS, NON-STANDARD FORMAT**

**PROVIDER:** OREGON CORRECTIONS ENTERPRISES

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**MAILING ADDRESS:** Oregon Corrections Enterprises  
Attn: OCE Inside Sales Group  
P.O. Box 12849  
Salem, OR 97306

**PRICE:** REFER TO ATTACHED PRICING SCHEDULE

**PAYMENT TERMS:** NET 30 DAYS

**SHIPPING:** United Parcel Service, State Shuttle or OCE Truck

**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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**Attachment 3  
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. Matrix price includes typesetting charges only, not graphic design services, (see Section 2.1 for graphic design charges). Proofs are available in Portable Document Format (PDF). Customer is required to return proof within twenty-four (24) hours of receipt.

1.2 Repeat orders: For repeat orders, send a sample card from the last printing attached to the order.

2. Pricing: Price per unit (shipping price not included) – 250 business cards per unit.

	One Color Single Sided	One Color Double Sided	Two Color Single Sided	Two Color Double Sided
1 Name 250 Cards	\$41.40	\$48.60	\$66.94	\$79.31
2 - 5 Names 250 Cards Each	\$38.70	\$45.34	\$62.21	\$74.59
6 - 10 Names 250 Cards Each	\$36.68	\$42.19	\$57.38	\$69.75
1 Name 500 Cards	\$50.40	\$60.53	\$76.50	\$90.68
2 - 5 Names 500 Cards Each	\$47.70	\$57.26	\$72.11	\$85.73
6 - 10 Names 500 Cards Each	\$45.68	\$53.21	\$67.39	\$80.33
1 Name 1000 Cards	\$67.61	\$82.12	\$86.06	\$98.84
2 - 5 Names 1000 Cards Each	\$65.70	\$78.86	\$81.11	\$93.60
6 - 10 Names 1000 Cards Each	\$63.68	\$75.71	\$73.39	\$88.88

2.1 ADDITIONAL CHARGES:

Metallic colored ink ..... \$22.00 flat fee  
 Graphic Design Services..... \$28.00 per hour  
 Rush Delivery (Ship in 5 working days).....Add 20% to pricing matrix  
 Shipping.....Standard State Shuttle Rates or UPS

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3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of order (ARO). An additional 24 hours shall be allowed for proofing (a proof will be done for all initial orders).
- 3.2 Rush Delivery: Ship date is five (5) working days. An additional 24 hours shall be allowed for proofing (a proof will be required for all initial orders). See Section 2.1 for rush delivery charges.
- 3.3 All orders will be shipped United Parcel Service (UPS) or, if for delivery to a State Agency, by State Shuttle or OCE Truck to a single address depending on location/region. Shipping charges if applicable will be listed on Customer Invoice.

4. Product Technical Specifications:

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

5. 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, 80# Bright White Linen, 80# Natural White, or 80# Baronial Ivory.
- 5.3 Proofing: All first time orders require a proof. Proofs are available in Portable Document Format (PDF). OCE is allowed 24 additional hours to provide proof to Customer. OCE is responsible for any charges incurred to deliver proof to Customer.
- 5.4 Packaging One unit (250) cards will be placed in a 2" x 3-1/2" x 3-1/2" box.

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