

INTERAGENCY AGREEMENT FOR PRINT SERVICES

Attachment 2

PRODUCT:	BUSINESS CARDS, <u>STANDARD STATE FORMAT</u>	
PROVIDER:	OREGON CORRECTIONS ENTERPRISES	
CONTACT:	OCE Sales Representative Telephone: (503) 373-0148 Email: <u>oceprintshop@oce.oregon.gov</u>	
MAILING ADDRESS:	Oregon Corrections Enterprises 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.	







INTERAGENCY AGREEMENT FOR PRINT SERVICES

Attachment 2 – Pricing Schedule

BUSINESS CARDS, STANDARD STATE FORMAT

- Ordering Instructions: (Please also refer to general instructions in Exhibit A). 1
 - 1.1 Business Card Format Sheet: A business card format sheet or comparable format sheet is required with each order and must be mailed. Please see Attachment 2A, 2B, 2C and 2D for Standard Specifications for State of Oregon Business Cards.
 - 1.2 Repeat orders: For repeat orders, send a sample card from the last order attached to the format sheet. Enter new information on the Format Sheet where you want the information to appear. Please do not cross out and add information to the sample business card.
- Pricing: Price per unit 250 business cards per unit; no discount for additional card orders at the sametime. 2

	One Color Single Side	One Color Double Sided
1 Name 250 cards	\$27.50	\$38.50
1 Name 500 Cards	\$38.50	\$49.50
1 Name 750 Cards	\$49.50	\$60.50
1 Name 1000 Cards	\$60.50	\$71.50
Orders over 1000 Cards – Call for Quote		

2.1 ADDITIONAL CHARGES

Rush Delivery (ship in 5 working days)..... \$10.00 per unit/flat fee

- Delivery: 3
 - 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 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 Parcel Service, 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.

- General Specifications: The following specifications shall apply to all orders: 4
 - 4.1 Ink: Standard Ink Color is Pantone® 287.
 - 4.2 Paper: 80# Royal Fiber-Smooth White Cover
 - 4.3 Packaging: One unit (250) cards will be placed in a 2" x 3-1/2" x 3-1/2" box.
 - 4.4 Standard Business Cards have standard layout format. See Exhibit A for detailed Layout: specifications including position of type, maximum number of characters per line, placement of state seal, etc.
 - 4.5 Deviations: Any deviations from Standard Business Card Layout will be considered as a Non-Standard Card. (See Attachment 3, Ordering Instructions for required exemption).

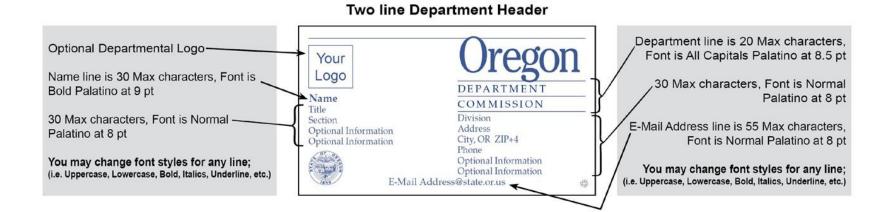
For agency specific "standard designs", exemptions may or may not require approval through Department of Administrative Services (DAS).



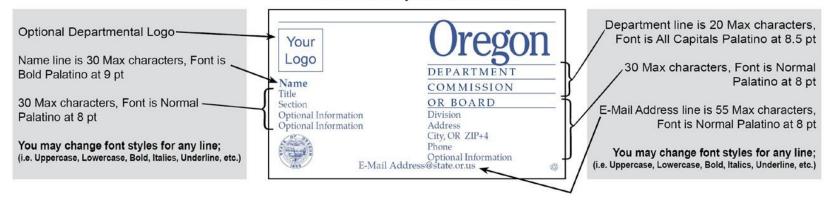
IAA OCE DAS P&D Print Services Master Agreement #DAS-100700-5226-IGA-5 OCE #5859

Standard Single Sided Business Card Format

Attachment 2A



Three line Department Header



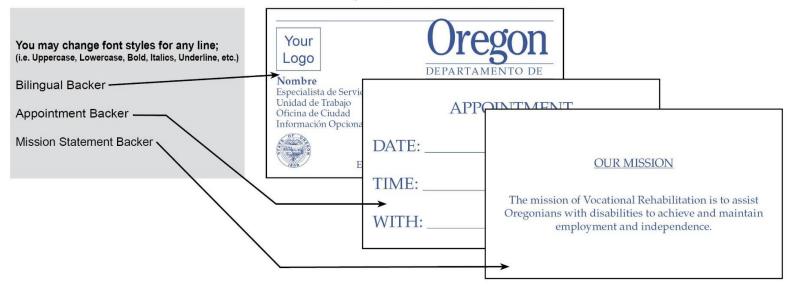
Standard Double Sided Business Card Format

Attachment 2B

Two line Department Header - Font Side



Two line Department Header - Back Side



Standard Double Sided Business Card Format

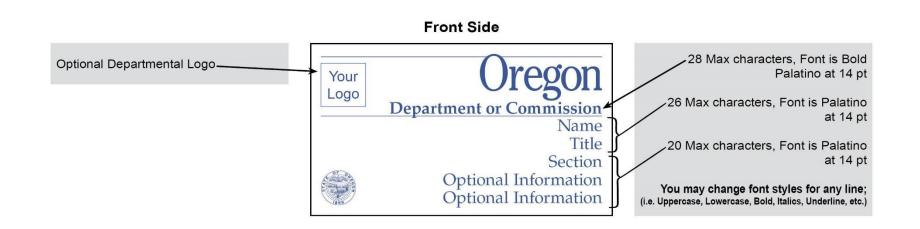
Attachment 2C

Three line Department Header - Font Side



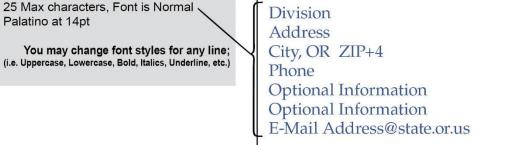
Three line Department Header - Back Side





Back Side





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OCE Initials_____ DAS P&D Initials_____

Attachment 2D