



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 2**

**PRODUCT:** **BUSINESS CARDS, STANDARD STATE FORMAT**

**PROVIDER:** OREGON CORRECTIONS ENTERPRISES

**CONTACT:** OCE Sales Representative  
Telephone: (503) 373-0148  
Email: [oceprintshop@oce.oregon.gov](mailto:oceprintshop@oce.oregon.gov)

**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**

- 1 Ordering Instructions: (Please also refer to general instructions in Exhibit A).
  - 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.
- 2 Pricing: Price per unit – 250 business cards per unit; no discount for additional card orders at the same time.

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

2.1 ADDITIONAL CHARGES  
 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 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 General Specifications: The following specifications shall apply to all orders:

- 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 Layout: Standard Business Cards have standard layout format. See Exhibit A for detailed 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).

## Standard Single Sided Business Card Format

Attachment 2A

### Two line Department Header

The diagram shows a business card template for a two-line department header. On the left, a box labeled 'Your Logo' is shown. To its right, the word 'Oregon' is written in a large blue serif font. Below 'Oregon', the words 'DEPARTMENT' and 'COMMISSION' are stacked in a smaller blue serif font, separated by a horizontal line. Below this, the words 'Division', 'Address', 'City, OR ZIP+4', 'Phone', and 'Optional Information' are listed in a smaller blue serif font. At the bottom left of the card is a small circular seal. At the bottom right is the text 'E-Mail Address@state.or.us'. A small globe icon is in the bottom right corner.

**Callouts and Formatting Rules:**

- Optional Departmental Logo:** Points to the 'Your Logo' box.
- Name line:** 30 Max characters, Font is Bold Palatino at 9 pt. Points to the 'Name' field.
- Title/Section:** 30 Max characters, Font is Normal Palatino at 8 pt. Points to the 'Title' and 'Section' fields.
- Optional Information:** 30 Max characters, Font is Normal Palatino at 8 pt. Points to the 'Optional Information' fields.
- Department line:** 20 Max characters, Font is All Capitals Palatino at 8.5 pt. Points to the 'DEPARTMENT' line.
- Commission line:** 30 Max characters, Font is Normal Palatino at 8 pt. Points to the 'COMMISSION' line.
- E-Mail Address line:** 55 Max characters, Font is Normal Palatino at 8 pt. Points to the 'E-Mail Address@state.or.us' field.
- Font Style Note:** You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

### Three line Department Header

The diagram shows a business card template for a three-line department header. It is identical to the two-line version, but with an additional line for the department name. Below 'DEPARTMENT' and 'COMMISSION', the words 'OR BOARD' are added in a smaller blue serif font, separated by a horizontal line. The rest of the card, including the 'Oregon' logo, contact information, and seal, remains the same.

**Callouts and Formatting Rules:**

- Optional Departmental Logo:** Points to the 'Your Logo' box.
- Name line:** 30 Max characters, Font is Bold Palatino at 9 pt. Points to the 'Name' field.
- Title/Section:** 30 Max characters, Font is Normal Palatino at 8 pt. Points to the 'Title' and 'Section' fields.
- Optional Information:** 30 Max characters, Font is Normal Palatino at 8 pt. Points to the 'Optional Information' fields.
- Department line:** 20 Max characters, Font is All Capitals Palatino at 8.5 pt. Points to the 'DEPARTMENT' line.
- Commission line:** 30 Max characters, Font is Normal Palatino at 8 pt. Points to the 'COMMISSION' line.
- Board line:** 30 Max characters, Font is Normal Palatino at 8 pt. Points to the 'OR BOARD' line.
- E-Mail Address line:** 55 Max characters, Font is Normal Palatino at 8 pt. Points to the 'E-Mail Address@state.or.us' field.
- Font Style Note:** You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

## Standard Double Sided Business Card Format

Attachment 2B

### Two line Department Header - Front Side

Optional Departmental Logo

Name line is 30 Max characters, Font is Bold Palatino at 9 pt

30 Max characters, Font is Normal Palatino at 8 pt

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

Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

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

**Card Content:**  
 Your Logo  
 Oregon  
 DEPARTMENT COMMISSION  
 Division  
 Address  
 City, OR ZIP+4  
 Phone  
 Optional Information  
 Optional Information  
 E-Mail Address@state.or.us

### Two line Department Header - Back Side

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

Bilingual Backer

Appointment Backer

Mission Statement Backer

**Card Content:**  
 Your Logo  
 Oregon  
 DEPARTAMENTO DE  
 APPOINTMENT  
 Nombre  
 Especialista de Servicio  
 Unidad de Trabajo  
 Oficina de Ciudad  
 Información Opcional  
 DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_  
 WITH: \_\_\_\_\_  
 OUR MISSION  
 The mission of Vocational Rehabilitation is to assist Oregonians with disabilities to achieve and maintain employment and independence.

### Standard Double Sided Business Card Format

Attachment 2C

#### Three line Department Header - Font Side

Optional Departmental Logo

Name line is 30 Max characters, Font is Bold Palatino at 9 pt

30 Max characters, Font is Normal Palatino at 8 pt

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

Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

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

#### Three line Department Header - Back Side

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

Bilingual Backer

Appointment Backer

Mission Statement Backer

OUR MISSION

The mission of Vocational Rehabilitation is to assist Oregonians with disabilities to achieve and maintain employment and independence.



### Standard Large Print Business Card Format

Attachment 2D

#### Front Side

Optional Departmental Logo

28 Max characters, Font is Bold Palatino at 14 pt

26 Max characters, Font is Palatino at 14 pt

20 Max characters, Font is Palatino at 14 pt

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

#### Back Side

25 Max characters, Font is Normal Palatino at 14pt

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

Division  
Address  
City, OR ZIP+4  
Phone  
Optional Information  
Optional Information  
E-Mail Address@state.or.us