



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 2**

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

**PROVIDER:** OREGON CORRECTIONS ENTERPRISES

**CONTACT:** Jeff Tuttle, OCE Inside Sales Representative  
Telephone: 1-800-776-7712  
Fax: (503) 378-3871  
Email: jtuttle@oregoncorrectionsenterprises.com

**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.

Authority Initials \_\_\_\_\_  
Authority Initials \_\_\_\_\_  
Authority Initials \_\_\_\_\_

Authority Initials \_\_\_\_\_  
OCE Initials \_\_\_\_\_



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 2  
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. Faxed orders will no longer be accepted. 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

	One Color Single Sided	One Color Double Sided
1 Name 250 Cards	\$15.75	\$30.94
2 - 5 Names 250 Cards Each	\$15.19	\$29.81
6 - 10 Names 250 Cards Each	\$14.63	\$28.69

2.1 **ADDITIONAL CHARGES**

Rush Delivery (ship in 5 working days)..... \$8.00 per unit/flat fee

Authority Initials \_\_\_\_\_  
 Authority Initials \_\_\_\_\_  
 Authority Initials \_\_\_\_\_

Authority Initials \_\_\_\_\_  
 OCE Initials \_\_\_\_\_

3. Delivery:

3.1 OCE shall ship to Customer within ten (10) working days from receipt of order.

3.2 Rush Delivery: Ship date for rush orders is five (5) working days. 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. General Specifications: The following specifications shall apply to all orders:

4.1 Ink: Standard Ink Color is Pantone® 287.

4.2 Paper: 80# Recycled Talc Passport Cover-Smooth Finish or equivalent.

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.

# Standard Single Sided Business Card Format

**Attachment: 2A**

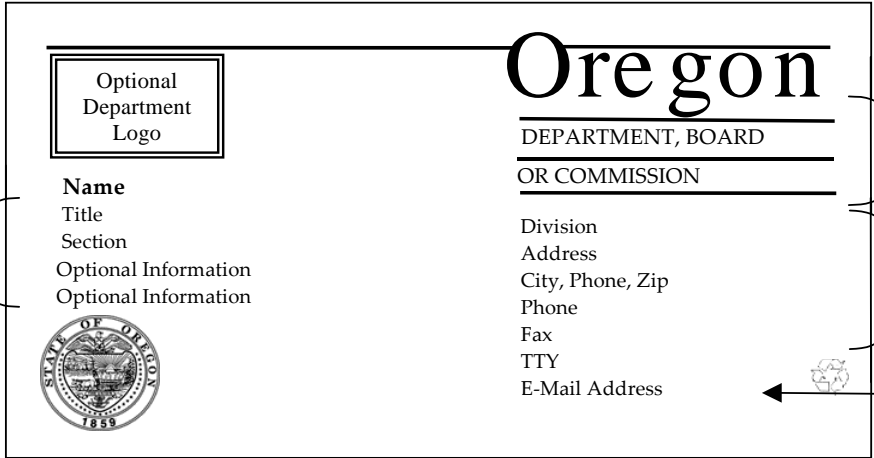
## Two line Department Header

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.)**

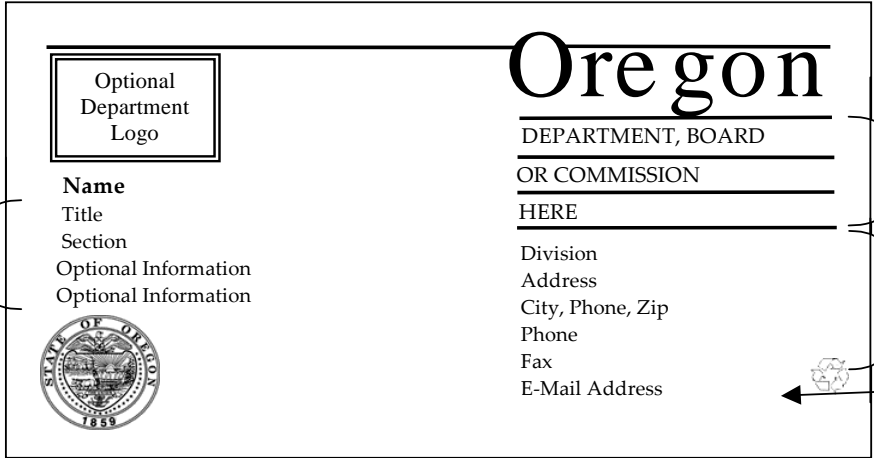
## Three line Department Header

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.)**

Authority Initials \_\_\_\_\_  
Authority Initials \_\_\_\_\_  
Authority Initials \_\_\_\_\_

Authority Initials \_\_\_\_\_  
OCE Initials \_\_\_\_\_

# 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.)**

Optional Department Logo

**Oregon**

DEPARTMENT, BOARD  
OR COMMISSION

**Name**  
Title  
Section  
Optional Information  
Optional Information

Division  
Address  
City, Phone, Zip  
Phone  
TTY  
E-Mail Address

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.)**

**Back Side**

Standard Format Back Side (Without Department Logo)

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

Appointment Backer.

Mission Statement Backer.

**Oregon**

DEPARTAMENTO DE

José  
Especialista de Campo  
Unidad de Trabajo  
Oficina de Medford

APPOINTMENT

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

WITH: \_\_\_\_\_

**It is the MISSION of the Division of Child Support**

To Enhance the Well-Being of Children and Promote Positive Parental Involvement by Providing Child Support Program Services to Families.

Authority Initials \_\_\_\_\_  
 Authority Initials \_\_\_\_\_  
 Authority Initials \_\_\_\_\_

Authority Initials \_\_\_\_\_  
 OCE Initials \_\_\_\_\_

Three line Department Header

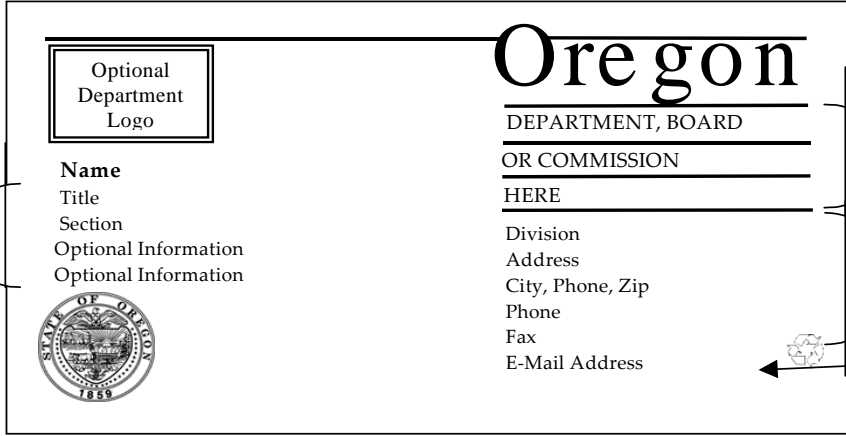
**Front Side**

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.)**

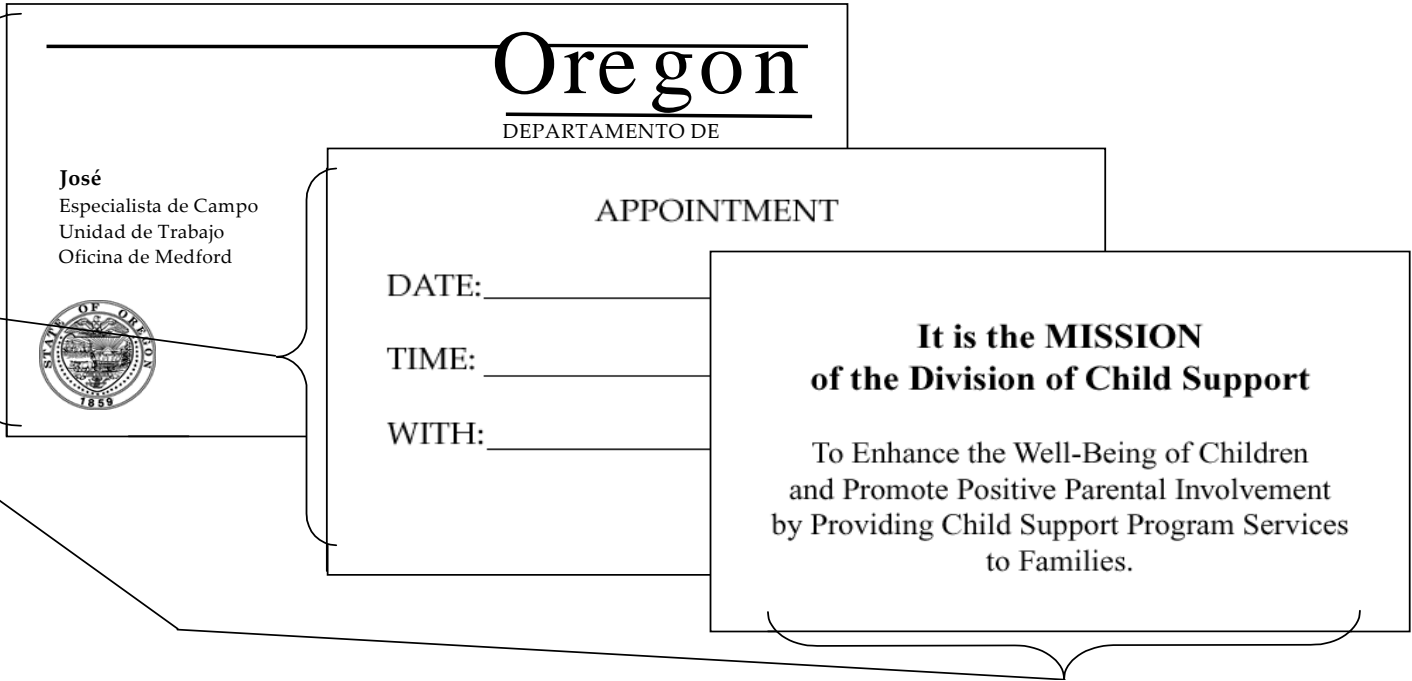
**Back Side**

Standard Format Back Side (Without Department Logo)

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

Appointment Backer.

Mission Statement Backer.



Authority Initials \_\_\_\_\_  
 Authority Initials \_\_\_\_\_  
 Authority Initials \_\_\_\_\_

Authority Initials \_\_\_\_\_  
 OCE Initials \_\_\_\_\_

# Standard Large Print Style Business Card

**Front Side**

Optional Department Logo

**Oregon**

**Department, Board or Commission**

Name

Title

Section

Optional Information

Optional Information

Optional Departmental Logo

28 Max characters, Font is Bold Palatino at 14 pt

26 Max characters, Font is Normal Palatino at 14 pt

20 Max characters, Font is Normal 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, State, Zip

Phone

Fax

TTY

E-Mail Address