



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 4

PRODUCT: **LETTERHEAD, 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: 1,000 EACH

Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 4
LETTERHEAD, STANDARD STATE FORMAT**

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

1.1 Standard state format will be used in accordance with DAS standard specifications. Matrix price includes typesetting charges only, not graphic design services. Approved agency logos supplied in TIFF or EPS format. Orders must be proofed with signed release from customer prior to printing. Proofs available as laser (hard copy) or emailed in Portable Document Format (PDF). Customer is required to return proof within twenty-four (24) hours of receipt.

2. Pricing: Pricing for Standard 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$63.52	9,500	\$267.84
1,500	\$71.19	10,000	\$278.60
2,000	\$78.87	12,500	\$327.70
2,500	\$94.23	15,000	\$390.74
3,000	\$109.57	17,500	\$450.84
3,500	\$124.94	20,000	\$510.75
4,000	\$140.30	22,500	\$569.53
4,500	\$155.56	25,000	\$627.19
5,000	\$171.06	30,000	\$711.79
5,500	\$181.80	40,000	\$775.23
6,000	\$192.54	50,000	\$841.39
6,500	\$203.29	60,000	\$918.00
7,000	\$214.03	70,000	\$1,068.19
7,500	\$224.82	80,000	\$1,206.00
8,000	\$235.58	90,000	\$1,346.63
8,500	\$246.33	100,000	\$1,485.00
9,000	\$257.09		

2.1 **ADDITIONAL CHARGES:**

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

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 & Fee: Ship date is five (5) working days from receipt of order, add 20% fee to pricing matrix.
- 3.3 Shipping: Standard State Shuttle Rates or United Parcel Service.
- 3.4 All orders are 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. This applies to any single Printing Order, Purchase Order, Contract Release Orders or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product General Specifications:

The following specifications shall apply to all orders:

- 4.1 Ink: Pantone® 287 Blue
- 4.2 Paper: White 60# Smooth Finish, #1 bond laser compatible.
- 4.3 Proofing: Proof is required for all initial orders. OCE is allowed 24 additional hours to provide proof to customer. OCE is responsible for any charges incurred to deliver proof to Customer.
- 4.4 Layout: Standard State Letterhead has standard layout format. See Attachment 4A and 4B for detailed Standard State of Oregon Letterhead Specifications including position of type, maximum number of characters per line, placement of state seal, etc.
- 4.5 Packaging: Product will be shrink-wrapped packaged 500 sheets each and carton packed 5,000 sheet maximum each box unless specified otherwise by Customer. Cartons will be labeled with Customer order number and quantity. Alternate packaging methods will be an additional charge.

Authority Initials _____
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Authority Initials _____

Authority Initials _____
OCE Initials _____



Oregon

Theodore R. Kulongoski, Governor

Attachment: 4A

Department, Board or Commission

- Division Line
- Address Line
- City, State, Zip
- Phone
- Fax
- TTY
- Email Address
- Web Site
- Optional Info
- Optional Info

Optional Department Logo Here

Standard Letterhead Format

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

42 Max characters, Font is 12 pt Bold Palatino

42 Max characters, Font is 10 pt Normal Palatino

Department Logo

Optional Mission Statement, Font is 10 pt Palatino

Form Number, Font is 8 pt Normal Palatino

Optional Mission Statement Here

Form-12345678-A

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____



Oregon

Theodore R. Kulongoski, Governor

Department, Board or Commission

- Division Line
- Address Line
- City, State, Zip
- Phone
- Fax
- TTY
- Email Address
- Web Site
- Optional Info
- Optional Info



Standard Large Print Letterhead Format

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

42 Max characters, Font is 14 pt Bold Palatino

42 Max characters, Font is 12 pt Normal Palatino

Department Logo

Optional Mission Statement, Font is 10 pt Palatino

Form Number, Font is 8 pt Normal Palatino

Optional Mission Statement Here

Form-12345678-A

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____