



Attachment 3

PRODUCT BUSINESS CARDS, NON-STANDARD FORMAT

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative
Telephone: 503-373-0148
Email: oceprintshop@oce.oregon.gov

MAILING ADDRESS: OCE Sales Representative
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



Pricing Schedule

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. Price includes typesetting charges only, not graphic design services, (see Section 2.2 for graphic design charges). Proofs are available in Portable Document Format (PDF).
 - 1.2 Repeat orders: For repeat orders, send a sample card from the last printing attached to the order.

2. **Pricing:**
 - 2.1 Pricing per unit (shipping price not included) – 250 business cards per unit; no discounts for additional card orders at the same time.

<i>One Name:</i>	<i>One Color Single Sided</i>	<i>One Color Double Sided</i>	<i>Two Color Single Sided</i>	<i>Two Color Double Sided</i>
<i>250 Cards</i>	\$50.99	\$55.21	\$51.06	\$55.35
<i>500 Cards</i>	\$57.49	\$64.19	\$57.60	\$64.42
<i>750 Cards</i>	\$64.53	\$73.96	\$64.70	\$74.29
<i>1,000 Cards</i>	\$71.03	\$82.95	\$71.24	\$83.36
<i>1,500 Cards</i>	\$84.58	\$101.71	\$84.87	\$102.30
<i>2,000 Cards</i>	\$98.12	\$120.46	\$98.51	\$121.24
<i>2,500 Cards</i>	\$111.67	\$139.22	\$112.14	\$140.18

Orders over 2,500 Cards – Call for Quote

- 2.2 ADDITIONAL CHARGES:
- One time setup fee for non-standard formatting.....\$56.41 flat fee
 - Graphic Design Services\$56.41 per hour
 - Gold/Metallic colored ink.....Call for Quote
 - Alternate Stock.....Call for Quote
 - 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 from 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. **Product Technical Specifications:**

- 4.1 The following specifications shall apply to all orders:

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

5. **Product 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) or gold foil available at this time.
- 5.2 Paper: 80# White Smooth Finish, or 80# Bright White Linen.
- 5.3 Proofing: All first-time orders require a proof. Proofs are available in Portable Document Format (PDF). OCE is responsible for any charges incurred to deliver proof to Customer.
- 5.4 Packaging: One unit (250 cards) placed in a 2" x 3-1/2" x 3-1/2" box.