



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

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, STANDARD STATE FORMAT

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

- 1.1 Business Card Ordering Process: Business card orders must be submitted through the online ordering portal, MyOrderDesk.com, or electronically via email with sample files included. Please see Attachment 2A, 2B, 2C and 2D for Standard Specifications for State of Oregon Business Cards. Price includes typesetting charges only, not graphic design services, (see Section 2.2 for graphic design charges).
- 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:

- 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>
250 cards	\$32.00	\$36.22
500 Cards	\$38.35	\$45.05
750 Cards	\$45.23	\$54.66
1,000 Cards	\$51.57	\$63.49
1,500 Cards	\$64.80	\$81.93
2,000 Cards	\$78.02	\$100.36
2,500 Cards	\$91.24	\$118.80

Orders over 2,500 Cards – Call for Quote

- 2.2 **ADDITIONAL CHARGES:**
 Graphic Design Services \$56.41 per hour
 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. Product 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

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.)

Oregon
DEPARTMENT
COMMISSION

Division
Address
City, OR ZIP+4
Phone
Optional Information
Optional Information

E-Mail Address@state.or.us

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.)

Oregon
DEPARTMENT
COMMISSION
OR BOARD

Division
Address
City, OR ZIP+4
Phone
Optional Information
Optional Information

E-Mail Address@state.or.us

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.)

Standard Double Sided Business Card Format

Attachment 2B

Two 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.)

The diagram shows a business card layout for the 'Font Side'. It features a 'Your Logo' box on the left, the 'Oregon' logo in large blue font, and the text 'DEPARTMENT COMMISSION' below it. Further down, there are fields for 'Name', 'Title', 'Section', 'Optional Information', 'Division', 'Address', 'City, OR ZIP+4', 'Phone', 'Optional Information', and 'Optional Information'. At the bottom, there is an 'E-Mail Address@state.or.us' field. A small seal of the State of Oregon is visible in the bottom left corner.

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

The diagram shows the 'Back Side' of the business card. It features a 'Your Logo' box on the left, the 'Oregon' logo in large blue font, and the text 'DEPARTAMENTO DE' below it. Further down, there are fields for 'Nombre', 'Especialista de Servicio', 'Unidad de Trabajo', 'Oficina de Ciudad', and 'Información Opcional'. Below these fields is a small seal of the State of Oregon. To the right of the main text area, there is a section titled 'APPOINTMENT' with fields for 'DATE:', 'TIME:', and 'WITH:'. Below this is a section titled 'OUR MISSION' with the text: '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