



Attachment 4

PRODUCT LETTERHEAD, 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: 500. ALL ORDERS SHALL BE IN INCREMENTS of 500.



Pricing Schedule

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. Approved agency logos supplied in TIFF or EPS format. Orders 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 available as laser (hard copy) or emailed in Portable Document Format (PDF).

2. **Pricing:**
 - 2.1 Pricing per thousand Standard, One Color, 8.5” x 11” Letterhead is as follows:

Quantity	Price
500 only	\$87.43
1,000	\$108.10
1,500	\$85.65
2,000	\$74.00
2,500	\$67.51
3,000	\$62.44
3,500	\$58.70
4,000	\$55.79
4,500	\$53.83
5,000-7,000	\$51.84
7,500-9,500	\$45.51
10,000-12,000	\$42.27
12,500-14,500	\$40.52
15,000-19,500	\$39.50
20,000-24,500	\$38.40

Quantity	Price
25,000-29,500	\$37.68
30,000-34,500	\$37.14
35,000-39,500	\$36.80
40,000-44,500	\$36.62
45,000-49,500	\$36.41
50,000-74,500	\$36.23
75,000-99,500	\$35.49
100,000-124,500	\$35.05
125,000-149,500	\$34.83
150,000-174,500	\$34.52
175,000-199,500	\$34.39
200,000-224,500	\$34.31
225,000-249,500	\$34.26
250,000-274,500	\$34.19
275,000 and over	call OCE for Quote

- 2.2 ADDITIONAL CHARGES:
Graphic Design Services.....\$56.41 per hour
Rush Delivery (Ship in 5 working days).....Add 20% to Pricing Matrix

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of Final Proof.
- 3.2 Rush Delivery: Ship date is five (5) working days from receipt of Final Proof.
- 3.3 All orders will be shipped via the most economical method at the determination of OCE. Shipping options include United Parcel Service, 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:

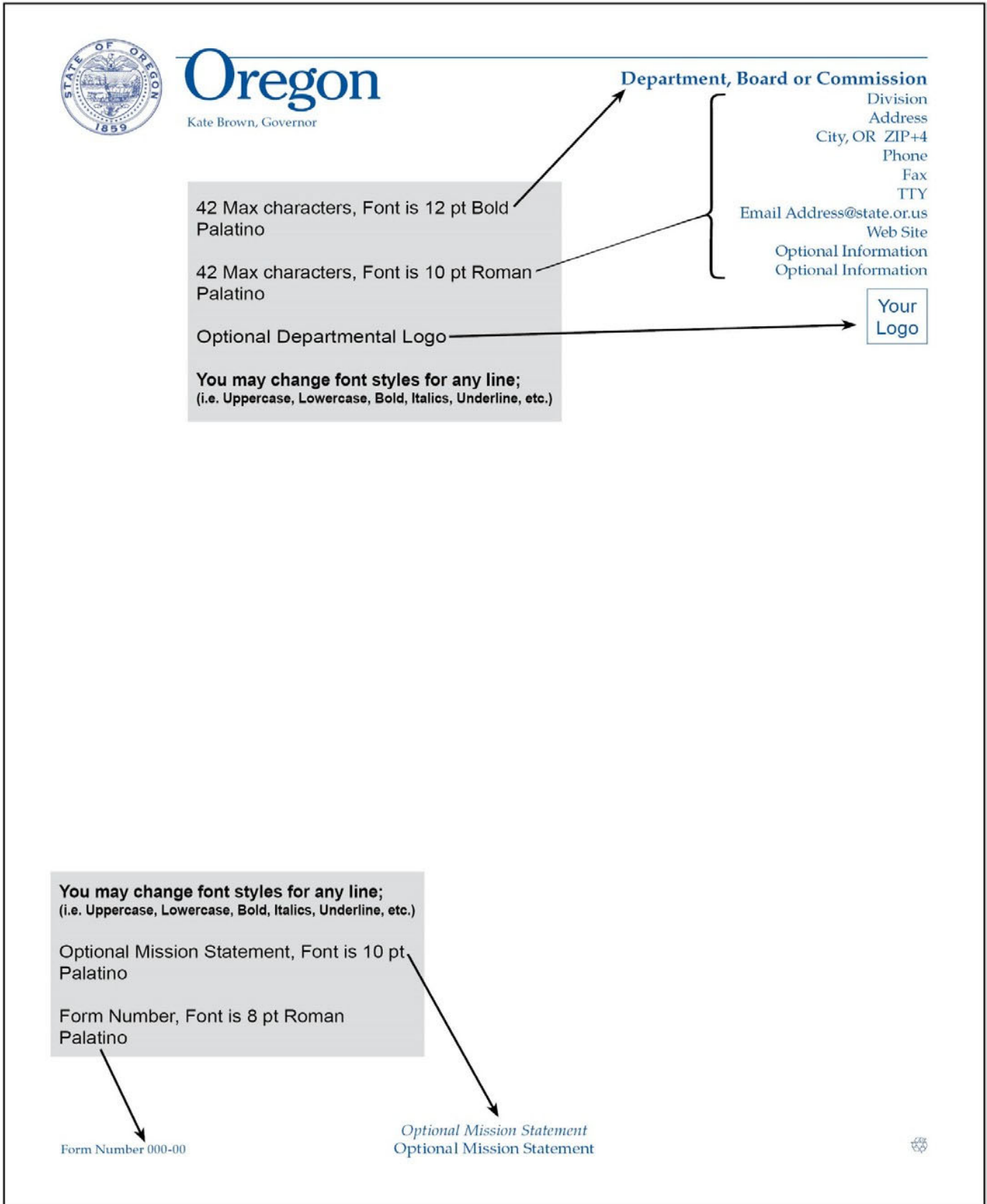
The following specifications shall apply to all orders:

- 4.1 Ink: 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 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 4,000-sheet sheet 4,000-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.
- 4.6 Deviations: Any deviations from Standard Letterhead Layout will be considered as a Non-Standard Letterhead. (See Attachment 5, Ordering Instructions for required exemption).

For agency specific “standard designs”, exemptions may or may not require approval through Department of Administrative Services (DAS).

Standard Letterhead Format

Attachment 4A



The diagram illustrates the standard letterhead format for Oregon. It features the state seal and the text "Oregon" with "Kate Brown, Governor" below it. A central box contains instructions for the department name and contact information, with arrows pointing to the corresponding fields in the letterhead template. The template includes fields for "Department, Board or Commission", "Division", "Address", "City, OR ZIP+4", "Phone", "Fax", "TTY", "Email Address@state.or.us", "Web Site", and "Optional Information". A box labeled "Your Logo" is also shown. At the bottom, a box contains instructions for the "Optional Mission Statement" and "Form Number", with arrows pointing to the respective fields in the template. The template also includes a small recycling symbol in the bottom right corner.

Oregon
Kate Brown, Governor

Department, Board or Commission
Division
Address
City, OR ZIP+4
Phone
Fax
TTY
Email Address@state.or.us
Web Site
Optional Information
Optional Information

Your Logo

42 Max characters, Font is 12 pt Bold
Palatino

42 Max characters, Font is 10 pt Roman
Palatino

Optional Departmental Logo

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

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

Optional Mission Statement, Font is 10 pt,
Palatino


Form Number, Font is 8 pt Roman
Palatino

Form Number 000-00

Optional Mission Statement
Optional Mission Statement

ADA Letterhead Format

Attachment 4B

 **Oregon**
Kate Brown, Governor

Department, Board or Commission
Division
Address
City, OR ZIP+4
Phone
Fax
TTY
Email Address@state.or.us
Web Site
Optional Information
Optional Information

42 Max characters, Font is 16 pt Bold
Palatino

42 Max characters, Font is 14 pt Roman
Palatino

Optional Departmental Logo

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

Your Logo

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

Optional Mission Statement, Font is 10 pt.
Palatino

Form Number, Font is 8 pt Roman
Palatino

Form Number 000-00

Optional Mission Statement
Optional Mission Statement