



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 6**

PRODUCT CARBONLESS FORMS, STANDARD

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative  
Telephone: 503-373-0148  
Email: [oceprintshop@oce.oregon.gov](mailto: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 EACH



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 FOR PRINT SERVICES**

**Attachment 6 – Pricing Schedule**

**CARBONLESS FORMS, STANDARD**

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

1.1 Clean, black-on-white hard copy original can be supplied with order or OCE can typeset. Electronic files are accepted in Portable Document Format (PDF). Camera-ready copy will be returned to Customer upon completion of order. Proofs available as faxed laser (hard copy) or emailed to Customer in PDF.

2. Pricing:

2.1 Pricing per thousand for 8.5 x 5.5” Standard Carbonless Forms is as follows:

Quantity	250 only	500 only	750 only	1,000-1,499	1,500-1,999	2,000-2,499	2,500-2,999	3,000-3,499	3,500-3,999	4,000-4,499	4,500-4,999	5,000-7,499
2-Part	\$145.90	\$166.89	\$187.87	\$208.86	\$169.53	\$148.13	\$135.30	\$127.89	\$121.61	\$117.53	\$114.57	\$111.51
3-Part	\$161.54	\$195.09	\$228.64	\$262.19	\$221.83	\$199.93	\$186.78	\$179.17	\$178.67	\$169.42	\$165.51	\$163.07
4-Part	\$177.77	\$224.29	\$270.82	\$317.34	\$275.90	\$253.45	\$241.37	\$233.00	\$227.29	\$222.14	\$218.90	\$215.62
5-Part	\$193.43	\$252.53	\$311.64	\$374.20	\$328.27	\$307.04	\$293.92	\$285.49	\$279.47	\$274.08	\$271.23	\$267.75

**Contact OCE Print Shop for Quote on quantities not seen on matrix**

2.2 Pricing per thousand for 8.5” x 11” Standard Carbonless Forms is as follows:

Quantity	250 only	500 only	750 only	1,000-1,499	1,500-1,999	2,000-2,499	2,500-2,999	3,000-3,499	3,500-3,999	4,000-4,499	4,500-4,999	5,000-7,499
2-Part	\$149.14	\$186.04	\$222.93	\$259.83	\$222.41	\$204.96	\$193.49	\$185.84	\$180.37	\$176.90	\$173.64	\$171.04
3-Part	\$174.81	\$234.29	\$293.77	\$353.26	\$314.81	\$296.85	\$285.06	\$277.21	\$272.32	\$268.02	\$264.67	\$262.50
4-Part	\$201.47	\$284.37	\$367.26	\$450.16	\$412.31	\$392.13	\$380.02	\$372.79	\$366.90	\$363.11	\$359.61	\$356.81
5-Part	\$227.17	\$332.68	\$438.20	\$543.71	\$504.83	\$484.14	\$472.72	\$464.28	\$458.96	\$454.35	\$451.32	\$448.39

**Contact OCE Print Shop for Quote on quantities not seen on matrix**

2.3 Pricing per thousand for 8.5” x 14” Standard Carbonless Forms is as follows:

**Contact OCE Print Shop for Quote**

2.4 ADDITIONAL CHARGES:

Custom Finished Size .....	\$18.25 flat fee + \$0.29 per cut per 500 sheets
Typesetting Charge .....	\$54.47 per form or \$10.35 for 1 line
Colored ink .....	\$18.75 flat fee + \$0.43/m sheets (per part)
Graphic Design Services .....	\$54.47 per hour
Rush Delivery (ship in 5 working days).....	Add 20% to pricing matrix
Shipping.....	United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck or by most economical means.
Padding to Chipboard Backer .....	Add \$13.75 flat fee + \$0.63 (per pad)
Wrap-Around Cover (Receipt Book) .....	Starting at \$7.80 per book
Numbered Forms .....	Add \$25.00 flat fee + \$123.00/m sets
Shrink Wrapping .....	Add \$6.25 flat fee + \$0.59 per package
Printing Backer (30% Screened) 5 1/2" x 8 1/2" (2 ply) .....	Add \$35.00 flat fee + \$26.23/m sets
Printing Backer (30% Screened) 5 1/2" x 8 1/2" (3 ply) .....	Add \$35.00 flat fee + \$38.40/m sets
Printing Backer (30% Screened) 5 1/2" x 8 1/2" (4 ply) .....	Add \$35.00 flat fee + \$49.25/m sets
Printing Backer (30% Screened) 5 1/2" x 8 1/2" (5 ply) .....	Add \$35.00 flat fee + \$60.13/m sets
Printing Backer (30% Screened) 8 1/2" x 11" (2 ply) .....	Add \$35.00 flat fee + \$49.25/m sets
Printing Backer (30% Screened) 8 1/2" x 11" (3 ply) .....	Add \$35.00 flat fee + \$69.71/m sets
Printing Backer (30% Screened) 8 1/2" x 11" (4 ply) .....	Add \$35.00 flat fee + \$88.30/m sets
Printing Backer (30% Screened) 8 1/2" x 11" (5 ply) .....	Add \$35.00 flat fee + \$105.56/m sets
Drilling..... 2 to 3 Holes (2 ply).....	Add \$25.00 + \$0.63/m sets
Drilling..... 2 to 3 Holes (3 ply).....	Add \$25.00 + \$0.94/m sets
Drilling..... 2 to 3 Holes (4 ply).....	Add \$25.00 + \$1.25/m sets
Drilling..... 2 to 3 Holes (5 ply).....	Add \$25.00 + \$1.56/m sets
Drilling..... 5 Holes (2 ply) .....	Add \$50.00 + \$1.25/m sets
Drilling..... 5 Holes (3 ply) .....	Add \$50.00 + \$1.88/m sets
Drilling..... 5 Holes (4 ply) .....	Add \$50.00 + \$2.50/m sets
Drilling..... 5 Holes (5 ply) .....	Add \$50.00 + \$3.13/m sets

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of Final Proof unless otherwise arranged.
- 3.2 Rush Delivery & Fee: Ship date is five (5) working days from receipt of Final Proof, add 20% fee to pricing matrix.
- 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: All forms will be printed in black ink unless customer specifies otherwise. Pantone® color inks are available, charge is a flat fee of \$18.75 + \$0.43/m sheets (per part). Pantone® metallic ink colors are not recommended.
- 4.2 Paper: Good quality black image carbonless paper will be used in standard weights available in coated back, coated front and back, and coated front. Stock colors are white, canary, pink, green, blue and goldenrod.
- 4.3 Paper Sequence:
- |         |  |
|---------|--|
| 2-part: | White, 20#; Canary, 20# <i>or</i> White, 20#; Pink 20#         |
| 3-part: | White, 20#; Canary, 20#, Pink, 20#                             |
| 4-part: | White, 20#; Canary, 20#, Pink, 20#; Goldenrod, 20#             |
| 5-part: | White, 20#; Green, 20#; Canary, 20#, Pink, 20#; Goldenrod, 20# |
- 4.4 Proofing: All typeset orders will require a proof. OCE is responsible for any charges incurred to deliver proof to Customer.
- 4.5 Bindery:
- 4.5.1 All forms will be set padded (*no stub or tip out*) across dimension indicated by Customer.
- 4.5.2 Customer has the following options:
- 4.5.2.1 Padded to chipboard backer in sets of 25 or 50 or 100 each.
- 4.5.2.2 Drilling up to 5 holes on 1 side of the sheet.
- 4.5.2.3 Numbering 1 position up to 6 digits.
- 4.5.2.4 Custom Finished Size.
- 4.5.2.5 Wrap-Around Cover (Receipt Book).
- 4.5.3 Shrink-wrap packaging with 500-sheet maximum, (example: 250 sets of 2-part carbonless equal 500 sheets).