



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 4

PRODUCT	LETTERHEAD, <u>STANDARD STATE FORMAT</u>
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 EACH



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Attachment 4 – 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. 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).

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

Quantity	Price
500 only	\$119.67
1,000	\$137.59
1,500	\$103.67
2,000	\$86.72
2,500	\$77.55
3,000	\$70.60
3,500	\$65.63
4,000	\$61.91
4,500	\$59.57
5,000-7,000	\$57.20
7,500-9,500	\$54.84
Over 100,000 call OCE for Quote	

Quantity	Price
10,000-12,000	\$49.77
12,500-14,500	\$47.65
15,000-19,500	\$45.84
20,000-24,500	\$43.92
25,000-29,500	\$42.53
30,000-34,500	\$39.13
35,000-39,000	\$38.26
40,000-44,500	\$37.68
45,000-49,500	\$37.17
50,000-74,500	\$36.81
75,000-99,500	\$35.70
Over 100,000 call OCE for Quote	

2.1 **ADDITIONAL CHARGES:**

Graphic Design Services.....\$54.47 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:

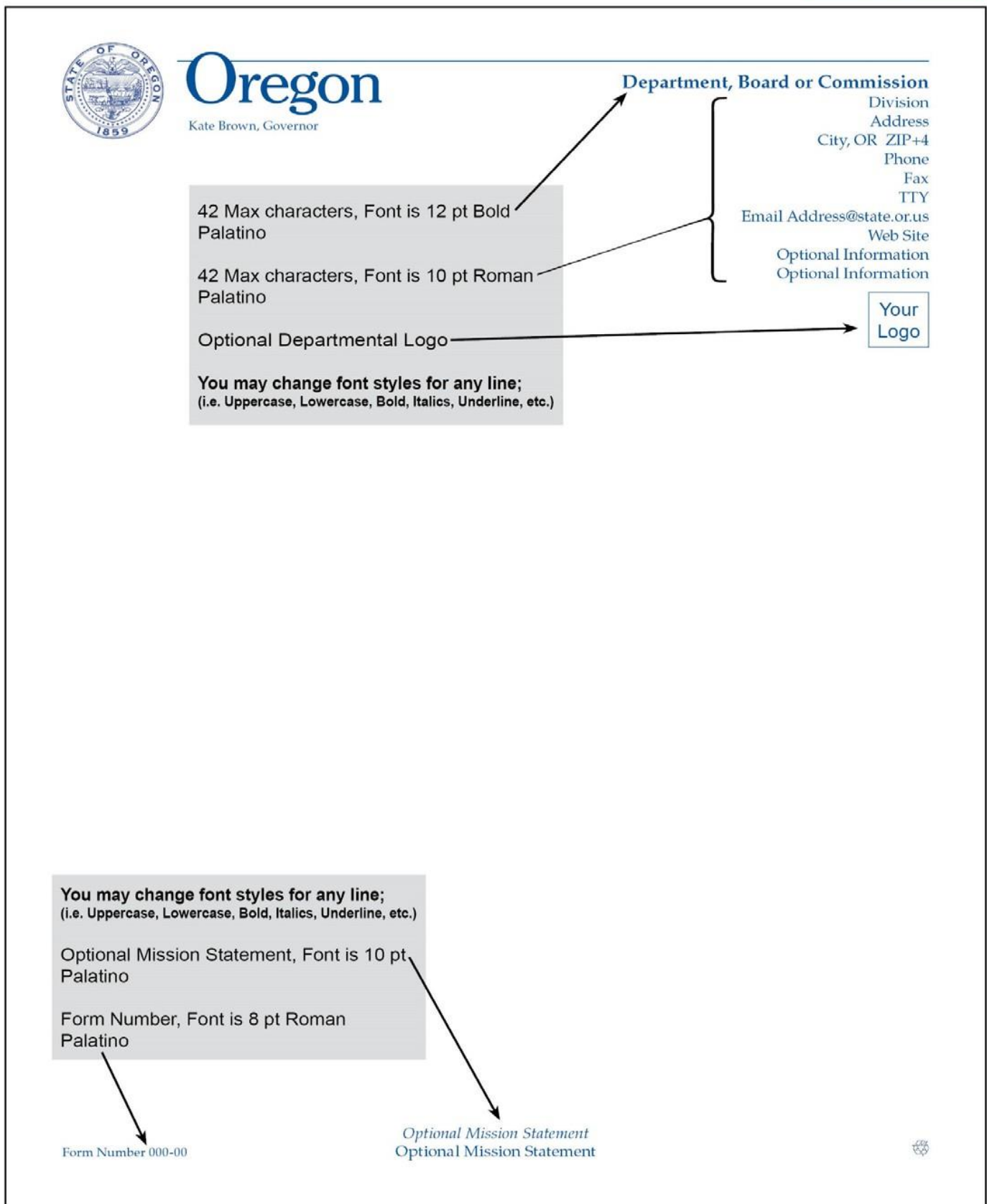
The following specifications shall apply to all orders:

- 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 the State of Oregon. It includes the state seal, the word "Oregon" in a large blue font, and the name of the Governor, Kate Brown. A central box contains instructions for the main text area, including character limits and font specifications. To the right, a bracket groups contact information fields. At the bottom, a box provides instructions for the mission statement and form number, with arrows pointing to their respective positions on the letterhead.

 **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 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.)**

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

ADA Letterhead Format

Attachment 4B

The diagram illustrates the ADA Letterhead Format, which includes the following sections and requirements:

- State of Oregon Seal:** Located at the top left.
- Oregon:** Large blue text, with "Kate Brown, Governor" below it.
- Department, Board or Commission:** Indicated by an arrow pointing to the top right section.
- Division:** Indicated by an arrow pointing to the top right section.
- Address:** Indicated by an arrow pointing to the top right section.
- City, OR ZIP+4:** Indicated by an arrow pointing to the top right section.
- Phone:** Indicated by an arrow pointing to the top right section.
- Fax:** Indicated by an arrow pointing to the top right section.
- TTY:** Indicated by an arrow pointing to the top right section.
- Email Address@state.or.us:** Indicated by an arrow pointing to the top right section.
- Web Site:** Indicated by an arrow pointing to the top right section.
- Optional Information:** Indicated by an arrow pointing to the top right section.
- Optional Information:** Indicated by an arrow pointing to the top right section.
- Your Logo:** Indicated by an arrow pointing to a box labeled "Your Logo" on the right.
- 42 Max characters, Font is 16 pt Bold Palatino:** Indicated by an arrow pointing to a grey box containing this text.
- 42 Max characters, Font is 14 pt Roman Palatino:** Indicated by an arrow pointing to a grey box containing this text.
- Optional Departmental Logo:** Indicated by an arrow pointing to a grey box containing this text.
- You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.):** Indicated by an arrow pointing to a grey box containing this text.
- Optional Mission Statement, Font is 10 pt Palatino:** Indicated by an arrow pointing to a grey box containing this text.
- Form Number, Font is 8 pt Roman Palatino:** Indicated by an arrow pointing to a grey box containing this text.
- Form Number 000-00:** Indicated by an arrow pointing to the bottom left.
- Optional Mission Statement:** Indicated by an arrow pointing to the bottom right.
- Optional Mission Statement:** Indicated by an arrow pointing to the bottom right.