



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 2

PRODUCT	BUSINESS CARDS, <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:	250 BUSINESS CARDS. ALL ORDERS OVER 250 SHALL BE IN INCREMENTS of 250.



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 2 – 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.
 - 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: Price per unit – 250 business cards per unit; no discount for additional card orders at the same time.

	One Color Single Side	One Color Double Sided
1 Name 250 cards	\$31.22	\$41.48
1 Name 500 Cards	\$43.91	\$62.90
1 Name 750 Cards	\$56.59	\$84.32
1 Name 1000 Cards	\$69.28	\$105.74
Orders over 1000 Cards – Call for Quote		

- 2.1 **ADDITIONAL CHARGES**
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. 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 - Front 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.)

Your Logo

Name
Title
Section
Optional Information
Optional Information



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.)

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

Your Logo

Nombre
Especialista de Servicio
Unidad de Trabajo
Oficina de Ciudad
Información Opcional



Oregon

DEPARTAMENTO DE

APPOINTMENT

DATE: _____

TIME: _____

WITH: _____

OUR MISSION

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.)

Oregon
 DEPARTMENT
 COMMISSION
 OR BOARD
 Division
 Address
 City, OR ZIP+4
 Phone
 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 - 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

Oregon
 DEPARTAMENTO DE

Nombre
 Especialista de Servicio
 Unidad de Trabajo
 Oficina de Ciudad
 Información Opcional

DATE: _____
TIME: _____
WITH: _____

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

Your Logo

Oregon
Department or Commission

Name
Title
Section

Optional Information
Optional Information

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