



Our services.



Publishing & Distribution

DEPARTMENT OF ADMINISTRATIVE SERVICES

Who we are.

P&D provides printing, mailing and distribution services to state agencies, counties and cities. Through our specialized knowledge, public and private partnerships, and statewide perspective we tailor innovative solutions for each customer's needs and budget. We invite you to explore how we can serve you.

What we do.

Customer Service



P&D is your single point of contact for publishing and distribution of products and services. Our resource experts will guide you through estimates, samples, price agreements, postal requirements and discounts, design projects, on-site training and project coordination.

Graphic design

Let us help you reach, educate and persuade your audience with successful print and Web materials. We offer a variety of design services, including:

- Print and online marketing
- Brand development
- Logo design
- Trade show displays
- Web design

File preparation & conversion

We provide high-quality output for all your publishing needs. Services include preflight, file conversion, document and image scanning, document tracking and more.

P&D Studio

Our multimedia studio provides the perfect backdrop for all your media needs including:

- Photography
- Videography and editing
- Voiceover services

Digital printing

P&D provides you with access to a full suite of printing services including:

- Quick copying
- Full-color
- Finishing
- Large format printing
- Variable data
- Negotiable documents



Price agreements

P&D establishes and maintains price agreements and annual contracts for use by all state agencies.

For more info on price agreements visit, oregon.gov/das/printmail/pages/agreements.aspx.

Print contracts

Jobs that cannot be produced in-house are bid out using P&D's Print Contract Services. We save customers time and money through:



- Project coordination between customers and vendors
- Developing bid specifications
- Awarding contracts and issuing purchase orders
- Monitoring vendor performance
- Resolving conflict through consultation and mediation
- Maintaining a list of pre-approved vendors

Production mail

We use high-speed automated inserters and advanced postal software and sorting equipment to achieve the highest postal discounts possible on your mailing projects.



National Change of Address (NCOA) service is also available to ensure move updates are captured in your address files.

Each day, P&D's metering team applies postage to thousands of mail pieces, helping agencies save money. Contact us to find out how you can start saving.

Our copy centers offer convenient walk-up service.

With high speed digital printers, both electronic PDF files and hard copy can be printed on up to 12" x 18" paper. Many paper weights and colors are available for you to choose from for letter-sized copies.

DOJ Copy Center

DOJ employees only
Commerce Building
158 12th Street Room 28
(503) 378-6096
7:30 a.m. – 4:30 p.m.

Security

The P&D facility offers level 3 *restricted* and level 4 *critical* security for the printing and mailing of highly confidential documents.

Shuttle delivery

State shuttle service delivers daily interagency mail throughout the Willamette Valley. Most Salem locations receive same-day service.



Electronic package tracking through PacTrac allows you to track your packages and secure shipments.

Additional low-cost delivery alternatives are available.

For more information about state shuttle service or PacTrac, or to download a shuttle schedule visit our website at, oregon.gov/das/printmail.



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Publishing & Distribution

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