

## INTERAGENCY AGREEMENT

### SECTION 1: PARTIES TO THE AGREEMENT

- 1.1 This Agreement is between the Oregon Corrections Enterprise (OCE) and the Oregon Department of Administrative Services (DAS), through its Publishing & Distribution (DAS P&D), both individually without distinction as "Party" and collectively as the "Parties."
- 1.2 Authorized Contract Users: OCE agrees to sell from the Agreement to all State agencies, semi-independent State agencies, and other public and/or quasi-public agencies such as Oregon Department of Higher Education, Oregon Health Sciences University, and Oregon State Lottery with statutory authority or autonomy to solicit for goods/services independently.

### SECTION 2: AUTHORITY

This Agreement is entered into pursuant to the authority granted by ORS 190.110 and 283.110, allowing State agencies to enter into Agreements with other State agencies to cooperate in performing duties, exercising powers or administering policies or programs.

### SECTION 3: PURPOSE

- 3.1 The Director of the DAS, or the designee of the Director, known as the State Printer, has statutory authority under ORS 282.020 and 282.050(2) to control and manage all State printing, and all printing purchases, including all printing related services outside of DAS. Any printing conducted outside of DAS on behalf of State government, shall be conducted only through authority of the State.
- 3.2 The State Printer may, as dictated by questions of good business and economy, advertise for bids and award contracts for State printing. "Printed public document" means informational matters produced for public distribution regardless of format, method of reproduction, source or copyright, originating in any State agency or produced with the imprint of, by the authority of or at the total or partial expense of any State agency.
- 3.3 The Director of the Oregon Department of Corrections (DOC) has assigned responsibility to the Administrator of the OCE to carry out certain mandates of Article 1, Section 41, of the Oregon Constitution. Central to those responsibilities is the creation of work opportunities for adult in custody (AIC) labor, as much as possible, in the support of government operations, to include print services.
- 3.4 Article 1, Section 41 of the Oregon Constitution requires every State agency to cooperate with the Director of the DOC in establishing AIC work programs. ORS 190.110 allows one State agency to cooperate with another State agency in the performance of a duty imposed upon it or in exercising a power conferred upon it.

- 3.5 In the exercise of good business judgment and to further the mandates of Article 1, Section 41 of the Oregon Constitution, the State Printer under Article XII, Section 1, desires to collaborate with the OCE and use AIC labor under the direction and control of the OCE to provide appropriate print services to State agencies.
- 3.6 In carrying out its responsibilities under Article 1, Section 41 of the Oregon Constitution, the OCE wishes to use AIC labor to provide certain print and document publishing services to State agencies, subject to the management and control of the State Printer under ORS 279.712.

## SECTION 4: DEFINITIONS

- 4.1 The following terms contained in this Agreement are herein defined:
- 4.1.1 Document Publishing shall mean the creation of printed and/or copied materials from digital or hard copy format originals.
- 4.1.2 Authorized Representatives shall mean the individuals identified in this Agreement as the individuals responsible for carrying out their respective organization's responsibilities under the terms of this Agreement.
- 4.1.3 Revenue shall mean the sum of all funds received by the OCE as payment for goods sold or services rendered.
- 4.1.4 Print Shop shall mean the OCE print shop located at the Oregon State Correctional Institution (OSCI) in Salem, Oregon.
- 4.1.5 Print Services shall mean the creation of printed and/or copied materials from digital or hard copy format originals, including, but not limited to; printing and distribution of State letterhead, State envelopes, State business cards, State carbonless forms, and State specialty items.
- 4.1.6 Order Turnaround Time will be ten (10) working days unless the order is identified as a "rush."
- 4.1.7 Rush shall mean the processing of print orders received by OCE from customer with an expected turnaround time of five (5) working days.
- 4.1.8 Customer shall mean any State agency and/or semi-independent State agency with which a Contract is formed.
- 4.1.9 Order shall mean an order placed by logging on to [MyOrderDesk.com/oceprintshop](https://MyOrderDesk.com/oceprintshop), which is the preferred method for placing a printing order. Other methods for placing print orders include Purchase Order, Contract Release Order, or Letter of Request on State agency letterhead placed by a customer for print services pursuant to the Agreement and which serves as the basis for a Contract between the OCE and customer.

4.1.10 Contract shall mean a contract created under this Agreement between OCE and customer upon acceptance by the OCE of an order. Unless expressly made not applicable, all terms and conditions of this Agreement shall apply to any Contract formed hereunder.

4.1.11 State agency or State agencies shall mean every State officer, board, commission, department, institution, branch or agency of the State government, whose costs are paid wholly or in part from funds held in the State Treasury.

## **SECTION 5: EFFECTIVE DATE AND DURATION**

This Agreement shall begin on the date of the last signature ("Effective Date"), and shall remain active until terminated by either Party in accordance with Section 7.)

## **SECTION 6: AUTHORIZED REPRESENTATIVES**

### **6.1 OREGON CORRECTIONS ENTERPRISE AUTHORIZED REPRESENTATIVE IS:**

Jennifer Starbuck, Contracts Manager  
Oregon Corrections Enterprises  
P.O. Box 12849 Salem, OR 97309  
Office: (503) 428-5551  
Fax: (503) 363-4170  
Email: [jstarbuck@oce.oregon.gov](mailto:jstarbuck@oce.oregon.gov)

### **6.2 DEPARTMENT OF ADMINISTRATIVE SERVICES AUTHORIZED REPRESENTATIVE IS:**

Tim Hendrix, State Printer Department of Administrative Services Publishing & Distribution  
550 Airport Road  
Salem, OR 97301  
Office: (503) 373-1753  
Fax: (503) 373-7789  
Email: [Tim.Hendrix@das.oregon.gov](mailto:Tim.Hendrix@das.oregon.gov)

A PARTY MAY DESIGNATE A NEW AUTHORIZED REPRESENTATIVE BY WRITTEN NOTICE TO THE OTHER PARTY.

## **SECTION 7: RESPONSIBILITIES OF EACH PARTY**

This Agreement establishes a statewide pricelist agreement that authorizes State agencies to procure printing services for State letterhead, State envelopes, State business cards, and unit-set forms directly from the OCE.

**7.1 OREGON CORRECTIONS ENTERPRISE SHALL:**

- 7.1.1 OCE shall provide to customers buying under this Agreement those printing services identified in Exhibit A and Attachments 1 through 7 of this Agreement, subject to the terms and conditions of the Agreement.
- 7.1.2 OCE and DAS P&D shall conduct periodic evaluations of the services provided in this Agreement. Attachments and Exhibits may be amended or terminated by either party, without notice to third parties, in the exercise of good business and economy.
- 7.1.3 Delivery Method: OCE shall select the delivery method for print services to be delivered under this Agreement. Orders will be shipped via the most economical method at the determination of OCE.
- 7.1.4 Packaging and Shipping: OCE shall send completed print services order products directly to State agencies and use the best delivery method for said service products. Unless otherwise specified in the print services order, OCE shall provide packaging and shipping services to State agencies via United Parcel Service (UPS), the United States Postal Service (USPS), Federal Express (FedEx), DAS P&D delivery services, State shuttle, or other common carrier. All print service products sent through the State shuttle shall be shipped via P&D's on-line package tracking system, PacTrac. Containers of printed materials cannot exceed 50 pounds in weight.

**7.2 OREGON DEPARTMENT OF ADMINISTRATIVE SERVICES SHALL:**

- 7.2.1 DAS shall direct State agencies (subject to DAS purchasing authority) to this contract for purposes of obtaining standard printed State letterhead, State envelopes, State business cards, and unit-set forms in volumes identified in the Attachments and Exhibits of this Agreement, subject to the terms and conditions of the Agreement

**7.3 CUSTOMER OBLIGATIONS:**

- 7.3.1 State agencies are subject to ORS 282 –Public Printing. DAS P&D establishes and maintains price agreements and annual Contracts for use by all State agencies. According to these Agreements, the products and services within this Agreement can be ordered directly from the vendor. If the product or service you are looking for is not mentioned in this Agreement, then you may order from P&D.
- 7.3.2 By placing an order, Customer agrees upon acceptance of such order and creation of a Contract between Customer and OCE to comply with all requirements and satisfy all obligations specified in this Agreement as applicable to Customer, including all Attachments and Exhibits, which are attached and incorporated by reference into this Agreement, in accordance with the terms and conditions of this Agreement.

- 7.3.3 Upon receipt of the completed print order, Customer has sixty (60) days to inspect the completed product for errors and request a reprint at OCE's expense. After sixty (60) days, Customer must compensate OCE for a new print order.

## **SECTION 8: COMPENSATION AND PAYMENT TERMS**

- 8.1 Invoicing and Payment: OCE shall invoice Customer on a weekly basis for all amounts owing for products and services delivered. All such invoices shall include a brief description of the products and services provided.
- 8.1.1 Customer agrees to pay for services rendered within thirty (30) days of receipt of invoice. Payments shall be sent to the address identified on the invoice.
- 8.1.2 All payments must be met by the payment deadline listed on the invoice. Late charges shall be computed on the invoiced amount due on the basis of a 365-day year and actual days elapsed. Balances that are unpaid after the payment deadline are subject to a fee of two percent (2%) of the owed amount every month. Unpaid balances exceeding 60 days past the date of invoice are subject to a fee of three and one-half percent (3.5%) of the owed amount every month. In any event, the amount of interest shall not exceed the maximum allowable under law.

## **SECTION 9: TERMINATION**

- 9.1 This Agreement may be terminated at any time by mutual written agreement of the Parties.
- 9.2 A Party may terminate this Agreement upon 60 days written notice to the other Party.
- 9.3 A Party may terminate this Agreement immediately upon written notice to the other Party, or at such later date as the terminating Party may specify in such notice, upon the occurrence of any of the following events:
- 9.3.1 The terminating party fails to receive funding, appropriations, limitations, allotments, or other expenditure authority at levels sufficient in the terminating Party's reasonable administrative discretion, to perform its duties under this Agreement.
- 9.3.2 Federal or State laws, rules, regulations or guidelines are modified or interpreted in such a way that the terminating Party's performance under this Agreement is prohibited or the terminating Party is prohibited from paying for such performance from the planned funding source;
- 9.3.3 The other Party materially breaches a covenant, warranty or obligation under this Agreement, or fails to perform its duties within the time specified in this Agreement or any extension of that time, or so fails to pursue its duties as to endanger that Party's performance under this Agreement in accordance with its terms, and such breach or failure is not cured within 20 days after delivery of the terminating Party's notice to the other

Party of such breach or failure, or within such longer period of cure as the terminating Party may specify in such notice.

## **SECTION 10: AMENDMENTS**

The terms of this Agreement may not be waived, altered, modified, supplemented or otherwise amended, in any manner whatsoever, except by written mutual agreement of the Parties.

## **SECTION 11: NOTICE**

Except as otherwise expressly provided in this Agreement, any notices to be given relating to this Agreement shall be given in writing by email, personal delivery, facsimile, or mailing the same, postage prepaid, to a Party's Authorized Representative at the address, number or email address set forth in this Agreement, or to such other addresses or numbers as a Party may indicate pursuant to this Section 11.

## **SECTION 12: SURVIVAL**

All rights and obligations shall cease upon termination of this Agreement, except for those rights and obligations that by their nature or express terms survive termination of this Agreement. Termination shall not prejudice any rights or obligations accrued to the Parties prior to termination.

## **SECTION 13: SEVERABILITY**

The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

## **SECTION 14: COUNTERPARTS**

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

## **SECTION 15: LIABILITY AND INSURANCE**

15.1 The Parties understand that each is insured with respect to tort liability by the State of Oregon Insurance Fund, a statutory system of self-insurance established by ORS Chapter 278, and subject to the Oregon Tort Claims Act (ORS 30.260 to 30.300). Each Party agrees to accept that coverage as adequate insurance of the other Party with respect to personal injury and property damage.

15.2 The Parties agree that any tort liability claim, suit, or loss resulting from or arising out of the

Parties' performance of, or activities under, this Agreement shall be allocated, as between the Parties, in accordance with law by DAS Risk Management for purposes of the Parties' respective loss experiences and subsequent allocation of self-insurance assessments under ORS 278.435. Each Party to the Agreement agrees to notify DAS Risk Management and the other Party in the event it receives notice or knowledge of any claims arising out of the Parties' performance of, or activities under, this Agreement.

## **SECTION 16: REPORTING REQUIREMENT**

The Parties agree that DAS P&D shall be the Reporting Party for purposes of ORS 190.115, Summaries of Agreements of State Agencies. DAS P&D shall submit a summary of this Agreement through the electronic Oregon Buys within the 30-day period immediately following the Effective Date of the Agreement.

## **SECTION 17: RECORDS**

The Parties shall create and maintain records documenting their performance under this Agreement. The Oregon Secretary of State's Office, the federal government, the other Party, and their duly authorized representatives shall have access to the books, documents, papers, and records of a Party that are directly related to this Agreement for the purposes of making audit, examination, excerpts, and transcripts for a period of six years after termination of this Agreement.

## **SECTION 18: COMPLIANCE WITH LAW**

In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state and local laws and regulations.

## **SECTION 19: NO THIRD PARTY BENEFICIARIES**

OCE and DAS P&D are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

## **SECTION 20: FORCE MAJEURE**

Neither Party is responsible for any failure to perform or any delay in performance of any obligation under this Agreement caused by fire, riot, acts of God, terrorism, war, or any other cause which is beyond that Party's reasonable control.

## **SECTION 21: MERGER, WAIVER AND MODIFICATION**

This Agreement and all Exhibits and Attachments, if any, constitute the entire Agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given.

## SECTION 22: SUBCONTRACTS AND ASSIGNMENT

- 22.1 Neither Party may enter into any subcontracts for the performance of any of its obligations under this Agreement, without the prior written consent of the other Party.
- 22.2 Neither Party may assign, delegate or transfer any of its rights or obligations under this Agreement, without the prior written consent of the other Party.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

STATE OF OREGON acting by and through its  
Oregon Corrections Enterprises

By: \_\_\_\_\_  
Steve Ryan, General Manager

\_\_\_\_\_  
Date

STATE OF OREGON acting by and through its  
Department of Administrative Services  
Publishing & Distribution

By: \_\_\_\_\_  
Tim Hendrix, State Printer

\_\_\_\_\_  
Date

DAS PROCUREMENT SERVICES APPROVAL

By: \_\_\_\_\_  
Procurement Services Manager

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date





## **EXHIBIT A**

### **GENERAL INFORMATION**

- A.1 **Ordering Procedures:** State Agencies and semi-independent State Agencies shall use their own purchasing order documents to order from this Agreement.
- A.1.1 State Agency Procedure: State Agencies shall use either the general state approved ordering document referencing the BPO/Contract number, or their own internal purchase order form or agency letterhead to order from this Agreement.
- A.1.1.1 When generating a purchase order through OregonBuys the purchase order number must be entered into the appropriate field when placing the order in [MyOrderDesk.com/oceprintshop](http://MyOrderDesk.com/oceprintshop) for reconciliation when invoiced.
- A.1.2 Mandatory Purchase Authorization Language: "This purchase is placed against State of Oregon Agreement # DAS-100700-5226-IGA-6. The terms and conditions of said Agreement apply to this purchase and take precedence over all other terms and conditions written or implied."
- A.2 **Print Services:** Upon receipt of the Customer's completed print order, and the Customer's signed final proof, OCE will complete the order within ten (10) working days. A proof is required for all initial orders.
- A.3 **Changes in Services:** Requests for changes in the services to be provided under this Agreement must be made in writing, and will be effective upon written agreement by OCE and Customer.
- A.4 **Change Orders:** Customers who notify OCE of cancellation or change of orders will be required to reimburse OCE for services rendered up to the point of notification.
- A.5 **Packaging and Shipping:** OCE shall send completed Print Services Order Products directly to State Agencies and will use the best delivery method for said service products. Unless otherwise specified in the Print Services Order, OCE will provide packaging and shipping services to State Agencies via United Parcel Service (UPS), the United States Postal Service (USPS), Federal Express (FedEx), Publishing & Distribution delivery services, State Shuttle, or other Common Carrier. All Print Service Products sent through the state shuttle shall be shipped via P&D's on-line package tracking system, PacTrac. Containers of printed materials cannot exceed 50 pounds in weight.
- A.6 **Customer Service Contact:** If Customer determines that products or services are unsatisfactory, assistance may be obtained by calling the OCE Print Shop at 503-373-0148, or sending an e-mail to: [oceprintshop@oce.oregon.gov](mailto:oceprintshop@oce.oregon.gov)
- A.7 **Quarterly Review of Paper Cost Escalation:** OCE will review Print Services prices quarterly due to the escalation in the cost of paper stock. Increases in the cost of paper stock will be documented and reflected in the price of Print Services under this Agreement. Similarly, reductions in the price of paper stock will be documented and reflected in the price of Print Services under this Agreement.



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 1**

PRODUCT	ENVELOPES, PRINTED-VARIOUS SIZES
PROVIDER:	OREGON CORRECTIONS ENTERPRISES
CONTACT:	OCE Sales Representative Telephone: 503-373-0148 Email: <a href="mailto:oceprintshop@oce.oregon.gov">oceprintshop@oce.oregon.gov</a>
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 ENVELOPES. ALL ORDERS SHALL BE IN INCREMENTS of 500.



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 1 – Pricing Schedule**

**ENVELOPES, PRINTED-VARIOUS SIZES**

**1. Ordering Instructions:** (Please also refer to General Instructions in Exhibit A)

- 1.1 Envelope Ordering Process: Envelope orders must be submitted through the online ordering portal, MyOrderDesk.com, or electronically via email with sample files included. Please see Attachment 1A, 1B, and 1C for Standard Specifications for State of Oregon. Price includes typesetting charges only, not graphic design services, (see Section 2.4 for graphic design charges).
- 1.2 Repeat orders: For repeat orders, send a sample envelope 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 envelope.

**2. Pricing:**

**2.1 Group One: Envelopes (Price per 1000 envelopes for each quantity range)**

Item #	Product	Stock	500 only	1,000-2,000	2,500-4,500	5,000-9,500	10,000-14,500	15,000-19,500	20,000-24,500	25,000-29,500	30,000-34,500	35,000-39,500	40,000-44,500
1	#9 Regular 3-7/8" x 8-7/8"	24# White w/inside tint	\$161.12	\$187.16	\$106.11	\$79.19	\$65.73	\$61.24	\$59.00	\$57.65	\$56.76	\$56.12	\$55.64
2	#10 Regular 4-1/8" x 9-1/2"	24# White w/inside tint	\$160.92	\$186.75	\$105.70	\$78.78	\$65.32	\$60.83	\$58.59	\$57.24	\$56.34	\$55.70	\$55.22
3	#10-Window 4-1/8" x 9-1/2"	24# White w/inside tint	\$162.85	\$190.63	\$109.57	\$82.66	\$69.20	\$64.71	\$62.47	\$61.12	\$60.22	\$59.58	\$59.10

**Group One: Envelopes (Price per 1000 envelopes for each quantity range)**

Item #	Product	Stock	45,000-49,500	50,000-74,500	75,000-99,500	100,000-149,500	150,000-199,500	200,000-249,500	250,000-299,500	300,000-349,500	350,000-399,500	400,000-449,500	450,000-499,500
1	#9 Regular 3-7/8" x 8-7/8"	24# White w/inside tint	\$55.26	\$54.96	\$52.63	\$47.77	\$42.73	\$40.29	\$38.80	\$37.80	\$37.11	\$36.58	\$36.16
2	#10 Regular 4-1/8" x 9-1/2"	24# White w/inside tint	\$54.85	\$54.55	\$52.25	\$47.38	\$42.35	\$39.91	\$38.42	\$37.42	\$36.73	\$36.19	\$35.77
3	#10-Window 4-1/8" x 9-1/2"	24# White w/inside tint	\$58.73	\$58.43	\$57.18	\$51.69	\$46.03	\$43.28	\$41.61	\$40.48	\$39.70	\$39.10	\$38.63

**Envelopes not listed here will need to be ordered through DAS publishing and Distribution**

**Contact OCE Print Shop for Quote on quantities 500,000 and over**

## 2.2 Group Two: Catalog Envelopes (Open End) (Price per 1000 envelopes for each quantity range)

Item #	Product	Stock	500 only	1,000-2,000	2,500-4,500	5,000-9,500	10,000-14,500	15,000-19,500	20,000-24,500	25,000-29,500	30,000-34,500	35,000-39,500	40,000-44,500	45,000-49,500
4	6" x 9"	24# White	\$186.74	\$247.84	\$172.46	\$147.33	\$134.76	\$130.57	\$128.48	\$127.22	\$126.39	\$125.79	\$125.34	\$124.99
		28# Manila	\$205.25	\$284.86	\$209.47	\$184.34	\$171.77	\$167.59	\$165.49	\$164.24	\$163.40	\$162.80	\$162.35	\$162.00
5	9" x 12"	28# White	\$208.80	\$291.95	\$216.56	\$191.43	\$178.87	\$174.68	\$172.59	\$171.33	\$170.49	\$169.89	\$169.45	\$169.10
		28# Manila	\$231.74	\$337.83	\$262.44	\$237.31	\$224.75	\$220.56	\$218.47	\$217.21	\$216.37	\$215.78	\$215.33	\$214.98
6	9-1/2" x 12.5"	28# White	\$231.74	\$337.83	\$262.44	\$237.31	\$224.75	\$220.56	\$218.47	\$217.21	\$216.37	\$215.78	\$215.33	\$214.98
		28# Manila	\$268.16	\$410.67	\$335.29	\$310.16	\$297.59	\$293.40	\$291.31	\$290.05	\$289.22	\$288.62	\$288.17	\$287.82
7	10" x 13"	28# White	\$234.93	\$344.22	\$268.83	\$243.70	\$231.14	\$226.95	\$224.85	\$223.60	\$222.76	\$222.16	\$221.71	\$221.36
		28# Manila	\$256.22	\$386.79	\$311.40	\$286.27	\$273.71	\$269.52	\$267.42	\$266.17	\$265.33	\$264.73	\$264.28	\$263.93

**Envelopes not listed here will need to be ordered through DAS Publishing and Distribution**

**Contact OCE Print Shop for Quote on quantities 50,000 and over**

## 2.3 Group Three: Booklet Envelopes (Open Side) (Price per 1000 envelopes for each quantity range)

Item #	Product	Stock	500 only	1,000-2,000	2,500-4,500	5,000-9,500	10,000-14,500	15,000-19,500	20,000-24,500	25,000-29,500	30,000-34,500	35,000-39,500	40,000-44,500	45,000-49,500
8	6" x 9"	24# White	\$176.16	\$226.68	\$151.29	\$126.16	\$113.59	\$109.41	\$107.31	\$106.06	\$105.22	\$104.62	\$104.17	\$103.82
		24# White w/ inside tint	\$175.63	\$225.61	\$150.22	\$125.10	\$112.53	\$108.34	\$106.25	\$104.99	\$104.15	\$103.56	\$103.11	\$102.76
9	9" x 12"	28# White	\$177.48	\$253.83	\$193.15	\$172.93	\$162.82	\$159.45	\$157.76	\$156.75	\$156.08	\$155.59	\$155.23	\$154.95

**Envelopes not listed here will need to be ordered through DAS Publishing and Distribution**

**Contact OCE Print Shop for Quote on quantities 50,000 and over**

## 2.4 ADDITIONAL CHARGES:

Graphic Design Services.....\$56.41/hr  
 Printing on back and/or flap.....Quote Required  
 Special Ink Charge for first color (ink color that is not included in specifications).....\$18.75 +\$0.43/M  
 Second ink color (additional color).....\$90.00 +\$1.29/M  
 Three or more colors Total (Special Order).....Quote Required  
 Rush Delivery (5 working days delivery).....\$60.00/flat fee

## 3. Delivery:

3.1 OCE shall ship to Customer within ten (10) working days from receipt of Customer's signed final proof.

3.2 Shipping: 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 Technical Specifications:**

**4.1 Group One: Regular & Window Envelopes**

Item#	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
1	#9 Regular, 3-7/8" x 8-7/8"	24# white w/inside tint	Square Round	1-1/4"	Side Vertical	Open	½" Gum
2	#10 Regular, 4-1/8" x 9-1/2"	24# white w/inside tint	Square Round	1-1/4"	Side Vertical	Open	½" Gum
3	#10 Window, 4-1/8" x 9-1/2" Left window: 1-1/8" x 4-1/2", 5/8" from left, 5/8" from bottom	24# White w/inside tint	Square Round	1-1/4"	Side Vertical	Open	½" Gum

**4.2 Group Two: Catalog Envelopes (Open End)**

Item#	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
4	6" x 9"	24# White 28# Manila		1-3/4"	Center/Bottom		1" Gum
5	9" x 12"	28# White 28# Manila		1-7/8"	Center/Bottom		1" Gum
6	9 1/2" x 12-1/2"	28# White 28# Manila		2-1/4"	Center/Bottom		1" Gum
7	10" x 13"	28# White 28# Manila		1-7/8"	Center/Bottom		1" Gum

**4.3 Group Three: Booklet Envelopes (Open Side)**

Item#	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
8	6" x 9"	24# White 24# white w/inside tint		1-3/8"	Side		½" Gum
9	9" x 12"	28# White		2-1/8"	Center/Bottom		1-1/8" Gum

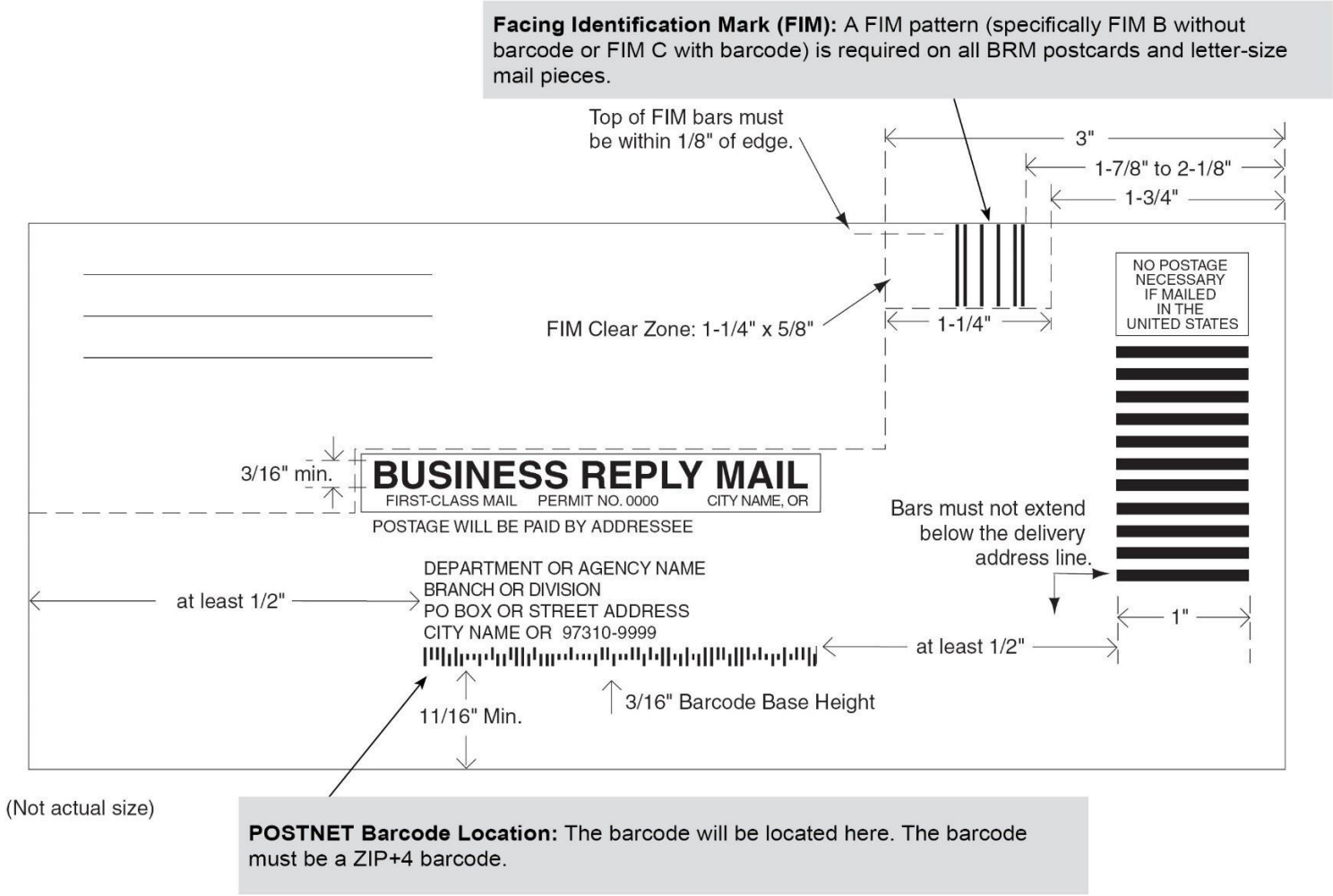
**5. Product General Specifications:** The following specifications shall apply to all orders:

- 5.1 Ink: Pantone® 287, Pantone® Reflex Blue or black. All other standard Pantone® ink colors require a special ink charge (\$18.75 + \$0.43/m).
- 5.2 Stock: If a recyclable materials logo is going to be printed, OCE shall guarantee that the placement of the logo will not interfere with bar code scanning, whether the scanning be on the front or the back of the envelope. See 1A, 1B and 1C for Standard Specifications for envelopes.
- 5.3 Windows: Clear transparent material, such as poly, with low sheen which is accepted by the Postal Service. Must be readable by all scanners and approved by the Postal Service.

- 5.4 Gumming: Brush gumming. Light colored or clear gum. Envelopes must not be glued together. NOTE: Application of gumming must not exceed beyond flap edge or leave an uneven edge.
- 5.5 Latex: Standard Latex - Peel and stick will not be accepted.
- 5.6 Style: Open side or open-end (see individual items) commercial flap. Must be guaranteed for use on State of Oregon inserting machines when noted on Printing Order, Letter of Request, Contract Release Order (CRO) or Purchase Order (PO). Specific brand and model of inserting machine will be specified on Order.
- 5.7 Printing: Preprinted information will be required on all envelopes for State Agencies. All non-standard envelope designs for State Agencies must be approved by Agency Director and submitted to Department of Administrative Services, for approval prior to printing. See Attachment 1A, 1B and 1C for Standard State Envelope Layout Formats.
- 5.8 Proofing: Proof is required for all initial orders. OCE is responsible for any charges incurred to deliver proof to Customer.
- 5.9 Boxes: Box to be made of 3/16" chipboard and so constructed to withstand stacking ten (10) high. Lid of box to be made of 3/16" chipboard and so constructed to enable the bottom box to be removed from a stack of five high by using the side as a pull.
- 5.10 Cartons: 175# test, 3/8" thick standard corrugated cartons.
- 5.11 Markings: Each carton shall be labeled with the following information:
- 5.11.1 Vendor's name (OCE)
  - 5.11.2 Type and style of stock
  - 5.11.3 Quantity
  - 5.11.4 Size
  - 5.11.5 Weight
- 5.12 Palletizing: Cartons will be stacked on pallets in such a manner to equalize weight distribution.
- 5.13 Deviations: For agency specific "standard designs", exemptions may or may not require approval through the Department of Administrative Services (DAS).

Standard Format Business Reply #9 Envelope  
3 7/8" x 8 1/2"

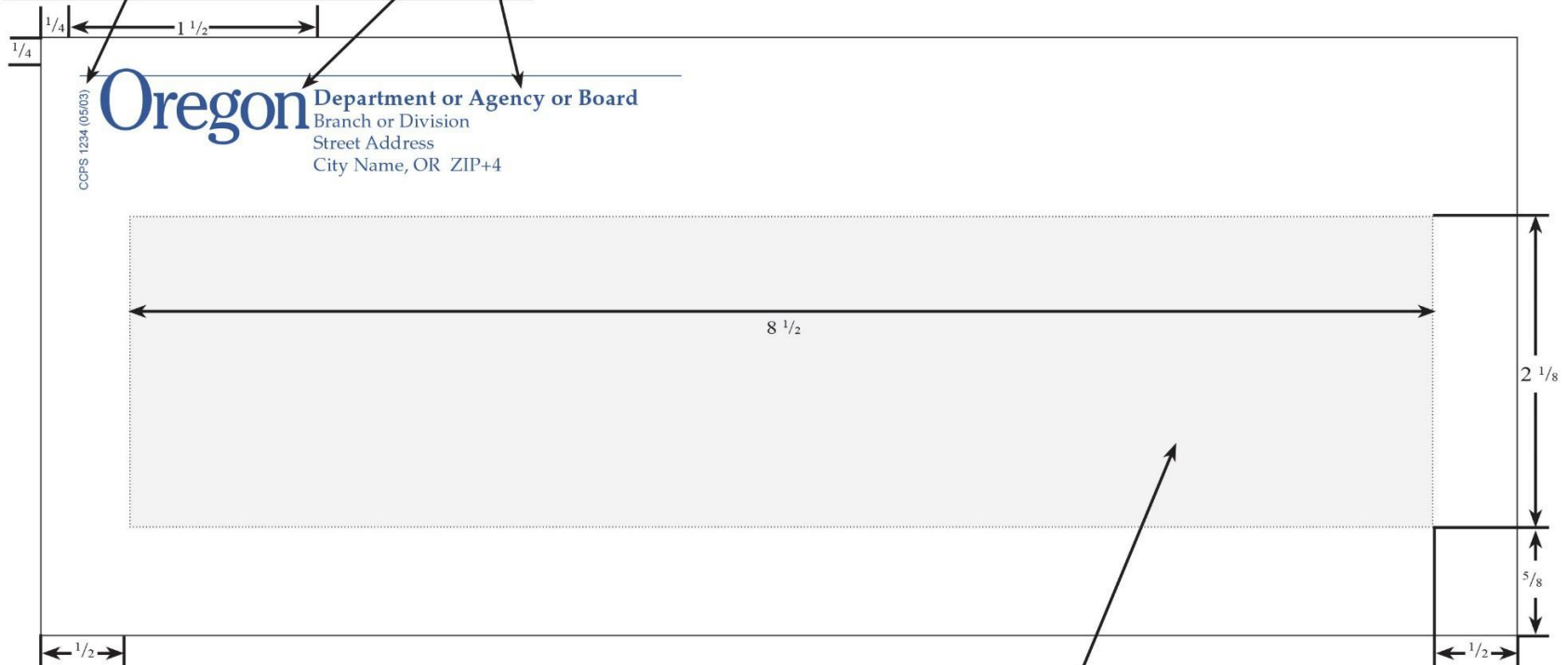
Attachment 1A



**Standard Format**  
**#10 Envelope**  
**4 1/8" x 9 1/2"**

Attachment 1B

- 1st return address line is 9.5pt. Palatino Bold
- Other address lines are 9pt. Palatino
- Oregon text is 36 pt. Cheltenham
- Optional Form number is 5pt. Palatino



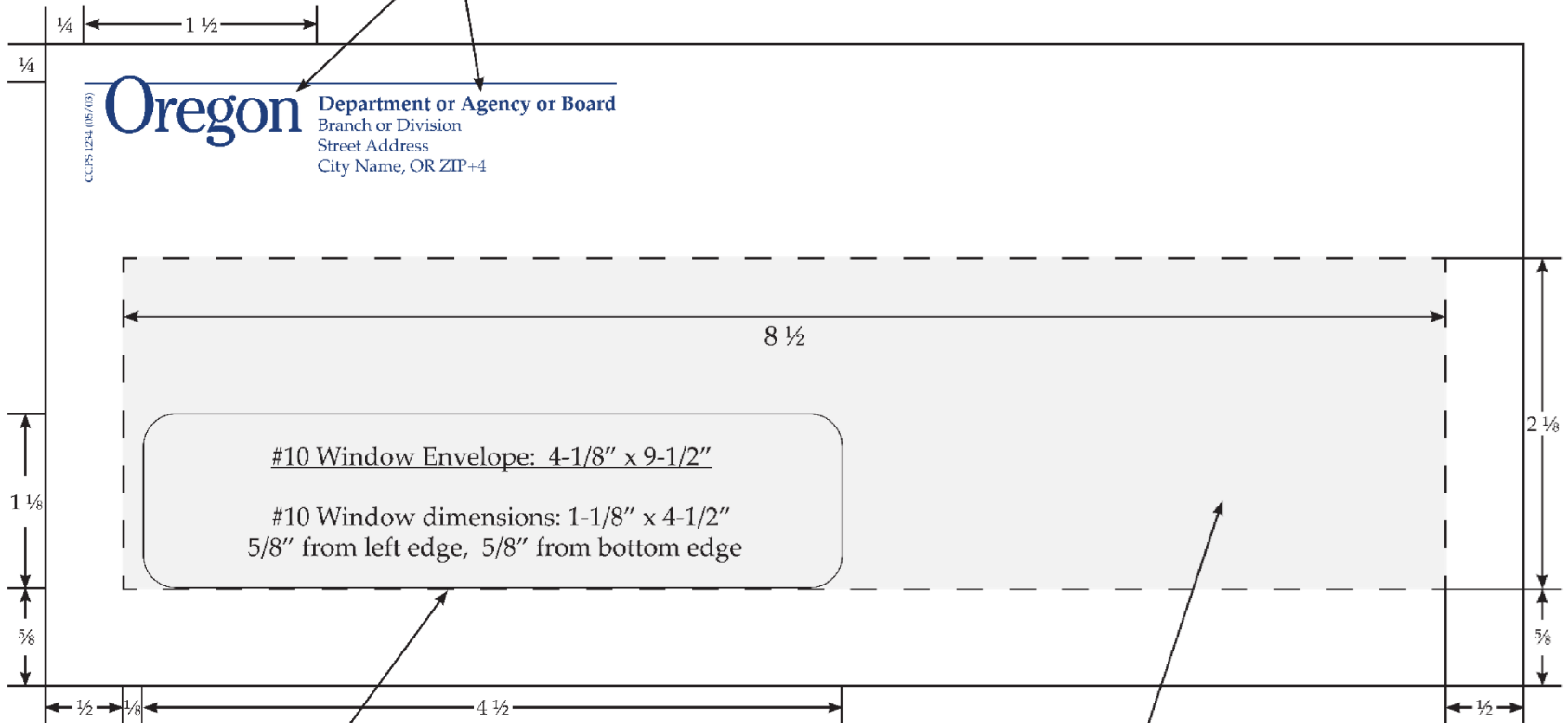
**Optical Character Reader Area**  
The entire delivery address should be within this "OCR area".  
Any information outside this area will not be read.



**Standard Format**  
**Fast Forward #10 Window Envelope**  
 4 1/8" x 9 1/2"

Attachment 1C

- 1st return address line is 9.5pt. Palatino Bold
- Other address lines are 9pt. Palatino
- Oregon text is 36pt. Cheltenham
- Optional Form number is 5pt. Palatino



**Window Area**

**Optical Character Reader Area**  
 The entire delivery address should be within this "OCR area".  
 Any information outside this area will not be read.



**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: <a href="mailto:oceprintshop@oce.oregon.gov">oceprintshop@oce.oregon.gov</a>
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. Price includes typesetting charges only, not graphic design services, (see Section 2.2 for graphic design charges).
- 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:**

- 2.1 Pricing per unit (shipping price not included) – 250 business cards per unit; no discounts for additional card orders at the same time.

	One Color Single Side	One Color Double Sided
<b>1 Name 250 cards</b>	\$31.14	\$41.40
<b>1 Name 500 Cards</b>	\$44.05	\$63.04
<b>1 Name 750 Cards</b>	\$56.95	\$84.68
<b>1 Name 1000 Cards</b>	\$69.86	\$106.33
<b>Orders over 1000 Cards – Call for Quote</b>		

**2.2 ADDITIONAL CHARGES:**

Graphic Design Services .....\$56.41 per hour  
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. Product 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



### Three line Department Header



## 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 - 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

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

**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 Large Print Business Card Format

Attachment 2D

### Front Side

Optional Departmental Logo

Your Logo

**Oregon**  
Department or Commission

Name  
Title  
Section

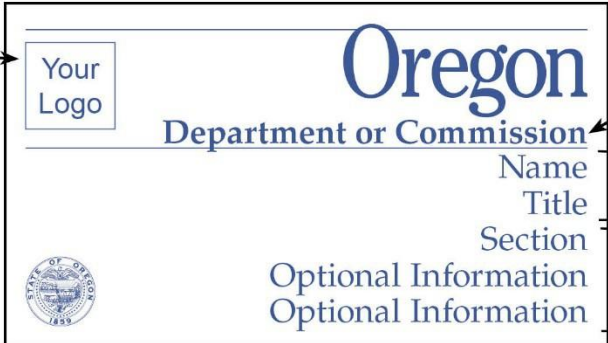
Optional Information  
Optional Information

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.)

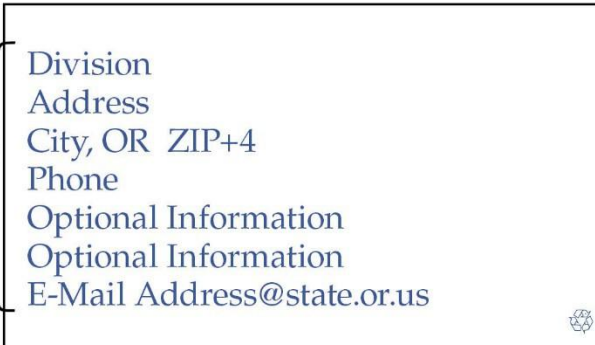


### Back Side

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







**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 3**

PRODUCT	BUSINESS CARDS, <u>NON-STANDARD FORMAT</u>
PROVIDER:	OREGON CORRECTIONS ENTERPRISES
CONTACT:	OCE Sales Representative Telephone: 503-373-0148 Email: <a href="mailto:oceprintshop@oce.oregon.gov">oceprintshop@oce.oregon.gov</a>
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 3 – Pricing Schedule**

**BUSINESS CARDS, NON-STANDARD FORMAT**

**1. Ordering Instructions:** (Please also refer to General Instructions in Exhibit A)

- 1.1 All non-standard business card designs for use by State Agency personnel must be approved by Agency Director and submitted to Department of Administrative Services, for approval prior to printing. Approved agency logos supplied in TIFF or EPS format. First time orders (new design) 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 are available in Portable Document Format (PDF).
- 1.2 Repeat orders: For repeat orders, send a sample card from the last printing attached to the order.

**2. Pricing:**

- 2.1 Pricing per unit (shipping price not included) – 250 business cards per unit; no discounts for additional card orders at the same time.

	One Color Single Sided	One Color Double Sided	Two Color Single Sided	Two Color Double Sided
<b>1 Name 250 Cards</b>	\$54.30	\$66.02	\$54.32	\$66.07
<b>1 Name 500 Cards</b>	\$67.21	\$87.66	\$67.25	\$87.75
<b>1 Name 750 Cards</b>	\$80.12	\$109.30	\$80.18	\$109.44
<b>1 Name 1,000 Cards</b>	\$93.02	\$130.95	\$93.11	\$131.13
<b>Orders over 1,000 Cards – Call for Quote</b>				

**2.2 ADDITIONAL CHARGES:**

One time setup fee for non-standard formatting.....\$56.41 flat fee  
Graphic Design Services .....\$56.41 per hour  
Gold/Metallic colored ink.....Call for Quote  
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 from 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. Product Technical Specifications:**

- 4.1 The following specifications shall apply to all orders:

Item	Product	Stock	Ink
	3-1/2" x 2" Business Cards Typeset in Approved Agency Format	Various (see Section 5.2)	Various (see Section 5.1)

**5. Product General Specifications:** The following specifications shall apply to all orders:

- 5.1 Ink: All Pantone® colors available. Metallic colors are additional charge (see Section 2.1) No Thermograph (raised printing), gold foil, or four-color process available at this time.
- 5.2 Paper: 80# White Smooth Finish, or 80# Bright White Linen.
- 5.3 Proofing: All first time orders require a proof. Proofs are available in Portable Document Format (PDF). OCE is responsible for any charges incurred to deliver proof to Customer.
- 5.4 Packaging: One unit (250 cards) placed in a 2" x 3-1/2" x 3-1/2" box.



**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: <a href="mailto:oceprintshop@oce.oregon.gov">oceprintshop@oce.oregon.gov</a>
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



## INTERAGENCY AGREEMENT FOR PRINT SERVICES

### 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. 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	\$122.89
1,000	\$141.92
1,500	\$107.31
2,000	\$90.00
2,500	\$80.53
3,000	\$73.46
3,500	\$68.40
4,000	\$64.61
4,500	\$62.17
5,000-7,000	\$59.76
7,500-9,500	\$54.86
10,000-12,000	\$50.72
12,500-14,500	\$48.73
15,000-19,500	\$46.92
20,000-24,500	\$43.42

Quantity	Price
25,000-29,500	\$41.47
30,000-34,500	\$40.30
35,000-39,500	\$39.36
40,000-44,500	\$38.75
45,000-49,500	\$38.18
50,000-74,500	\$37.81
75,000-99,500	\$36.62
100,000-124,500	\$36.00
125,000-149,500	\$35.73
150,000-174,500	\$35.36
175,000-199,500	\$35.20
200,000-224,500	\$35.07
225,000-224,500	\$34.98
250,000	\$34.90
<b>Over 250,000 call OCE for Quote</b>	

- 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:**

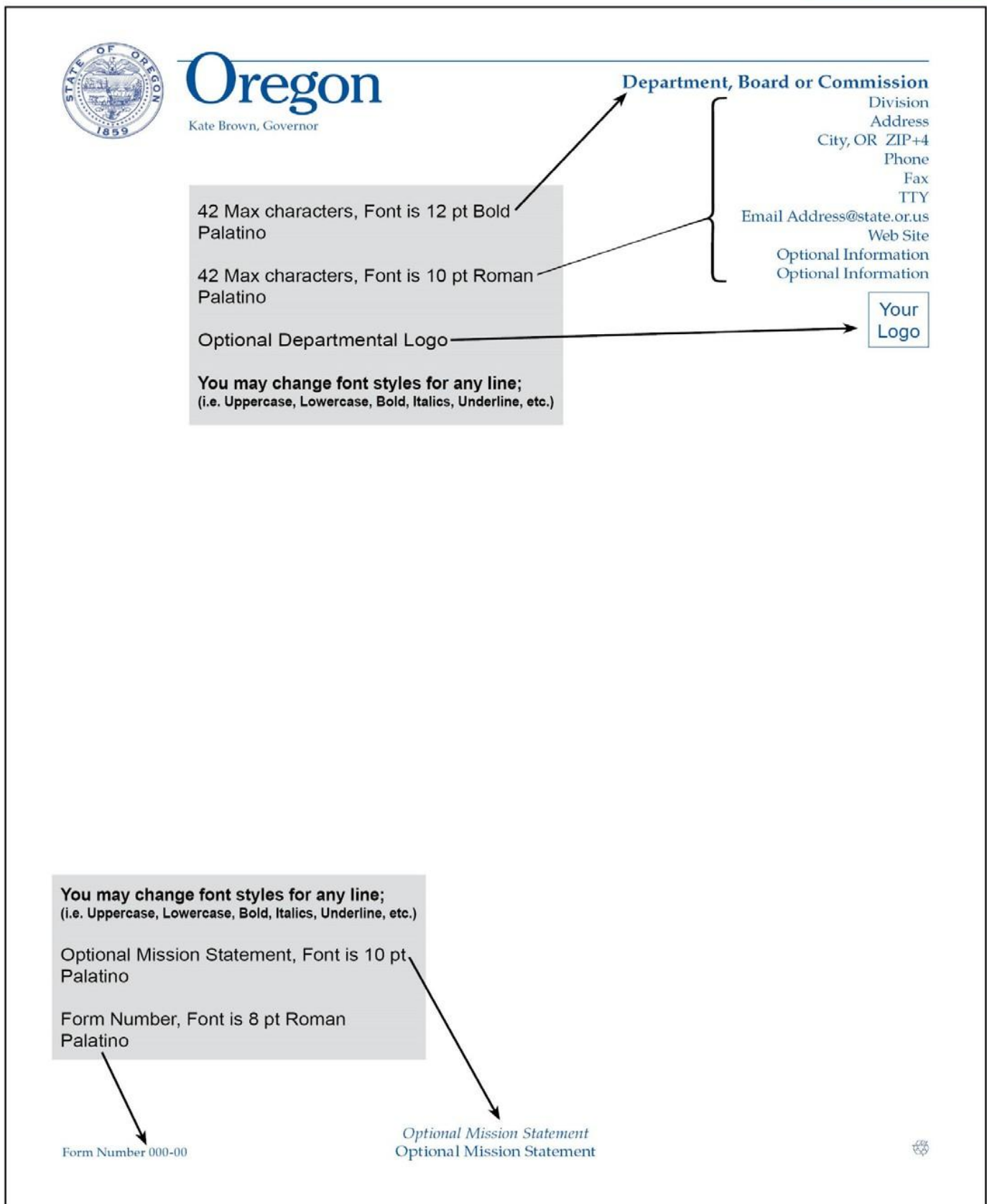
The following specifications shall apply to all orders:

- 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 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 styles. To the right, a bracket groups contact information fields. At the bottom, a box contains instructions for the mission statement and form number, with arrows pointing to their respective positions in the final layout.

 **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.
- Contact Information:** Located on the right side, including:
  - Division
  - Address
  - City, OR ZIP+4
  - Phone
  - Fax
  - TTY
  - Email Address@state.or.us
  - Web Site
  - Optional Information
  - Optional Information
- Form Fields (Shaded Gray Box):**
  - 42 Max characters, Font is 16 pt Bold Palatino (indicated by an arrow pointing to the Department, Board or Commission field).
  - 42 Max characters, Font is 14 pt Roman Palatino (indicated by an arrow pointing to the Email Address@state.or.us field).
  - Optional Departmental Logo (indicated by an arrow pointing to the Department, Board or Commission field).
  - You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)
- Form Number and Mission Statement (Shaded Gray Box):**
  - Optional Mission Statement, Font is 10 pt Palatino (indicated by an arrow pointing to the Optional Mission Statement field).
  - Form Number, Font is 8 pt Roman Palatino (indicated by an arrow pointing to the Form Number 000-00 field).
  - You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)
- Form Number 000-00:** Located at the bottom left.
- Optional Mission Statement:** Located at the bottom right.
- Your Logo:** Located at the bottom right, indicated by an arrow pointing to the Department, Board or Commission field.





**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 5**

PRODUCT	LETTERHEAD, <u>NON-STANDARD FORMAT</u>
PROVIDER:	OREGON CORRECTIONS ENTERPRISES
CONTACT:	OCE Sales Representative Telephone: 503-373-0148 Email: <a href="mailto:oceprintshop@oce.oregon.gov">oceprintshop@oce.oregon.gov</a>
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



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 5 – Pricing Schedule**

**LETTERHEAD, NON-STANDARD FORMAT**

**1. Ordering Instructions:** (Please also refer to General Instructions in Exhibit A)

- 1.1 Non-Standard letterhead for use by State Agencies must be approved by Agency Director and submitted to Department of Administrative Services for approval prior to printing. Approved agency logos supplied in TIFF or EPS format. First time orders (new design) must be proofed with signed release from Customer prior to printing. Price includes typesetting charges only, not graphic design services, (see Section 2.3 for graphic design charges). Proofs available as faxed laser (hard copy) or emailed in Portable Document Format (PDF).

**2. Pricing:**

- 2.1 Pricing per thousand for Non-Standard, One Color, 8.5" x 11" Letterhead is as follows:

Quantity	Price
500 only	\$122.98
1,000	\$142.10
1,500	\$107.48
2,000	\$90.17
2,500	\$80.71
3,000	\$73.63
3,500	\$68.57
4,000	\$64.78
4,500	\$62.35
5,000-7,000	\$59.94
7,500-9,500	\$55.96
10,000-12,000	\$50.89
12,500-14,500	\$48.90
15,000-19,500	\$47.10
20,000-24,500	\$45.33

Quantity	Price
25,000-29,500	\$43.93
30,000-34,500	\$40.13
35,000-39,500	\$39.23
40,000-44,500	\$38.66
45,000-49,500	\$38.12
50,000-74,500	\$37.78
75,000-99,500	\$36.66
100,000-124,500	\$36.07
125,000-149,500	\$35.82
150,000-174,500	\$35.46
175,000-199,500	\$35.31
200,000-224,500	\$35.19
225,000-249,500	\$35.10
250,000	\$35.03
<b>Over 250,000 call OCE for Quote</b>	

2.2 Pricing per thousand for Non-Standard, Two Color, 8.5" x 11" Letterhead is as follows:

Quantity	Price
500 only	\$167.91
1,000	\$205.88
1,500	\$156.35
2,000	\$131.58
2,500	\$117.89
3,000	\$105.36
3,500	\$98.11
4,000	\$92.41
4,500	\$87.40
5,000-7,000	\$82.93
7,500-9,500	\$76.13
10,000-12,000	\$67.22
12,500-14,500	\$62.55
15,000-19,500	\$59.28
20,000-24,500	\$55.20

Quantity	Price
25,000-29,500	\$52.60
30,000-34,500	\$50.99
35,000-39,500	\$49.73
40,000-44,500	\$48.89
45,000-49,500	\$48.14
50,000-74,500	\$47.62
75,000-99,500	\$46.00
100,000-124,500	\$45.16
125,000-149,500	\$44.76
150,000-174,500	\$44.30
175,000-199,500	\$44.07
200,000-224,500	\$43.90
225,000-249,500	\$43.77
250,000	\$43.66
<b>Over 250,000 call OCE for Quote</b>	

2.3 ADDITIONAL CHARGES:

Graphic Design Services.....\$56.41 per hour  
Additional charge to upgrade paper stock.....Call for Quote  
Additional charge to upgrade to Metallic Ink Color.....\$18.75 flat fee + \$0.65/m  
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 & 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 Pantone® colors available. Metallic ink colors are additional charge (see above). No Thermograph (raised printing), gold foil, or four-color process Available at this time.
- 4.2 Paper: White 24# Smooth Finish, #1 bond laser compatible. Alternate letterhead paper is available and may require additional time based upon availability and may be an additional charge.
- 4.3 Proofing: Proof is required for all first time orders. OCE is responsible for any charges incurred to deliver proof to Customer.
- 4.4 Packaging: Product will be shrink-wrapped packaged 500 sheets each and carton packed 5,000 sheets maximum each box unless specified otherwise by Customer. Cartons will be labeled with Customer order number and quantity. Alternate packaging will be an additional charge.



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 6**

PRODUCT	CARBONLESS FORMS, <u>STANDARD</u>
PROVIDER:	OREGON CORRECTIONS ENTERPRISES
CONTACT:	OCE Sales Representative Telephone: 503-373-0148 Email: <a href="mailto:oceprintshop@oce.oregon.gov">oceprintshop@oce.oregon.gov</a>
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



## INTERAGENCY AGREEMENT FOR PRINT SERVICES

### Attachment 6 – Pricing Schedule

#### CARBONLESS FORMS, STANDARD

**1. Ordering Instructions:** (Please also refer to General Instructions in ExhibitA)

- 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	7,500-9,999	10,000
2-Part	\$149.14	\$170.78	\$192.42	\$214.07	\$174.83	\$152.77	\$139.53	\$132.33	\$125.80	\$121.47	\$118.68	\$115.47	\$107.45	\$103.21
3-Part	\$165.41	\$200.08	\$234.76	\$269.43	\$229.12	\$206.51	\$192.95	\$185.54	\$179.51	\$175.63	\$171.53	\$169.22	\$160.01	\$156.38
4-Part	\$182.18	\$230.24	\$278.30	\$326.36	\$284.92	\$261.75	\$249.81	\$240.98	\$235.42	\$230.02	\$226.91	\$223.45	\$215.31	\$210.75
5-Part	\$198.41	\$259.47	\$320.53	\$386.49	\$339.08	\$317.82	\$304.03	\$295.70	\$289.75	\$284.06	\$281.24	\$277.54	\$268.71	\$264.78

**Contact OCE Print Shop for Quote on quantities over 10,000**

- 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	7,500-9,999	10,000
2-Part	\$152.67	\$190.85	\$229.03	\$267.21	\$229.05	\$211.12	\$199.44	\$191.65	\$186.09	\$182.50	\$179.19	\$176.54	\$169.22	\$165.32
3-Part	\$179.42	\$241.11	\$302.80	\$364.49	\$325.25	\$306.78	\$294.78	\$286.77	\$281.72	\$277.35	\$273.95	\$271.69	\$263.69	\$259.92
4-Part	\$207.02	\$292.93	\$378.84	\$464.75	\$425.92	\$405.35	\$393.01	\$385.55	\$379.56	\$375.65	\$372.09	\$369.25	\$361.33	\$357.36
5-Part	\$233.70	\$343.06	\$452.42	\$561.78	\$521.87	\$500.76	\$489.02	\$480.43	\$474.94	\$470.26	\$467.12	\$464.16	\$456.17	\$451.95

**Contact OCE Print Shop for Quote on quantities over 10,000**

- 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
Graphic Design Services .....	\$56.41 per hour
Typesetting Charge .....	\$56.41 per form or \$14.10 per line
Colored ink .....	\$18.75 flat fee + \$0.43/m sheets (per part)
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: All forms will be set padded (*no stub or tip out*) across dimension indicated by Customer.
- 4.5.1 Customer has the following options:
- 4.5.1.1 Padded to chipboard backer in sets of 25 or 50 or 100 each.
  - 4.5.1.2 Drilling up to 5 holes on 1 side of the sheet.
  - 4.5.1.3 Numbering 1 position up to 6 digits.
  - 4.5.1.4 Custom Finished Size.
  - 4.5.1.5 Wrap-Around Cover (Receipt Book).
- 4.5.2 Shrink-wrap packaging with 500-sheet maximum, (example: 250 sets of 2-part carbonless equal 500 sheets).





**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 7**

PRODUCT	CARBONLESS FORMS, <u>NON-STANDARD</u>
PROVIDER:	OREGON CORRECTIONS ENTERPRISES
CONTACT:	OCE Sales Representative Telephone: 503-373-0148 Email: <a href="mailto:oceprintshop@oce.oregon.gov">oceprintshop@oce.oregon.gov</a>
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



## INTERAGENCY AGREEMENT FOR PRINT SERVICES

### Attachment 7 – Pricing Schedule

#### CARBONLESS FORMS, NON-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" Non-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	7,500-9,999	10,000
2-Part	\$163.23	\$187.65	\$212.08	\$229.95	\$193.50	\$169.55	\$155.18	\$147.23	\$140.16	\$135.43	\$132.32	\$128.86	\$120.09	\$115.47
3-Part	\$181.69	\$220.98	\$260.26	\$299.55	\$255.34	\$230.79	\$216.06	\$207.87	\$201.28	\$196.99	\$192.56	\$190.00	\$180.00	\$175.99
4-Part	\$200.16	\$254.30	\$308.45	\$362.59	\$317.18	\$292.03	\$278.90	\$269.28	\$263.15	\$257.33	\$253.89	\$250.15	\$241.23	\$236.27
5-Part	\$218.62	\$287.63	\$356.63	\$430.53	\$379.02	\$355.72	\$340.70	\$331.55	\$325.01	\$318.89	\$315.72	\$311.75	\$302.10	\$297.77

**Contact OCE Print Shop for Quote on quantities over 10,000**

- 2.2 Pricing per thousand for 8.5" x 11" Non-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	7,500-9,999	10,000
2-Part	\$169.54	\$213.28	\$257.03	\$300.77	\$258.84	\$239.03	\$226.22	\$217.68	\$211.58	\$207.58	\$203.96	\$201.06	\$192.98	\$188.71
3-Part	\$200.31	\$271.22	\$342.13	\$413.04	\$369.91	\$349.49	\$336.32	\$327.54	\$321.93	\$317.14	\$313.42	\$310.90	\$302.12	\$297.96
4-Part	\$231.08	\$329.16	\$427.23	\$525.31	\$482.51	\$459.96	\$446.42	\$438.17	\$431.62	\$427.28	\$423.39	\$420.28	\$411.57	\$407.21
5-Part	\$261.85	\$387.09	\$512.33	\$637.57	\$593.57	\$570.42	\$557.45	\$548.03	\$541.97	\$536.84	\$533.37	\$530.13	\$521.33	\$516.70

**Contact OCE Print Shop for Quote on quantities over 10,000**

- 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
Graphic Design Services .....	\$56.41 per hour
Typesetting Charge .....	\$56.41 per form or \$14.10 per line
Colored ink .....	\$18.75 flat fee + \$0.43/m sheets (per part)
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: Any collated sequence in the following colors: White, 20#; Green, 20#, Canary, 20#, Pink, 20#; Goldenrod, 20#. If form has back printing, backer will be 30% screened black ink unless customer specifies otherwise.
- 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: All forms will be set padded (*no stub or tip out*) across dimension indicated by customer.
  - 4.5.1 Customer has the following options:
    - 4.5.1.1 Padded to chipboard backer in sets of 25 or 50 or 100 each.
    - 4.5.1.2 Drilling up to 5 holes on 1 side of the sheet.
    - 4.5.1.3 Numbering 1 position up to 6 digits.
    - 4.5.1.4 Custom Finished Size.
    - 4.5.1.5 Wrap-Around Cover (Receipt Book).
  - 4.5.2 Shrink-wrap packaging with 500-sheet maximum, (example: 250 sets of 2-part carbonless equal 500 sheets).