



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 3**

**PRODUCT:** **BUSINESS CARDS, NON-STANDARD FORMAT**

**PROVIDER:** OREGON CORRECTIONS ENTERPRISES

**CONTACT:** OCE Sales Representative  
Telephone: (503) 373-0148  
Fax: (503) 364-1154  
Email: oceprintshop@oce.oregon.gov

**MAILING ADDRESS:** Oregon Corrections Enterprises  
Attn: OCE Print Shop  
P.O. Box 12849  
Salem, OR 97306

**PRICE:** REFER TO ATTACHED PRICING SCHEDULE

**PAYMENT TERMS:** NET 30 DAYS

**SHIPPING:** SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.6, 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.

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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 2.1 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: Price per unit (shipping price not included) – 250 business cards per unit; no discounts for additional cards

	One Color Single Sided	One Color Double Sided	Two Color Single Sided	Two Color Double Sided
1 Name 250 Cards	\$50.00	\$60.00	\$70.00	\$80.00

2.1 ADDITIONAL CHARGES:

Metallic colored ink ..... \$25.00 flat fee  
 Graphic Design Services..... \$30.00 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 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, State of Oregon 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:

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

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5. 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 will be placed in a 2" x 3-1/2" x 3-1/2" box.

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