



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 5

PRODUCT: **LETTERHEAD, 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: 1,000 EACH

Authority Initials _____
Authority Initials _____
Authority Initials _____
Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 5
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. Matrix price includes typesetting charges only, not graphic design services, (see Section 2.2 for graphic design charges). Proofs available as faxed laser (hard copy) or emailed in Portable Document Format (PDF).

2. Pricing: Pricing for Non-Standard, One Color, 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$76.69	9500	\$323.41
1,500	\$85.96	10000	\$336.40
2,000	\$95.24	12500	\$395.69
2,500	\$113.78	15000	\$471.82
3,000	\$132.33	17500	\$544.40
3,500	\$150.25	20000	\$616.73
4,000	\$169.42	22500	\$687.71
4,500	\$187.96	25000	\$757.33
5,000	\$206.55	30000	\$859.49
5,500	\$219.52	40000	\$936.08
6,000	\$232.50	50000	\$1,015.98
6,500	\$245.48	60000	\$1,108.49
7,000	\$258.44	70000	\$1,289.84
7,500	\$274.28	80000	\$1,456.25
8,000	\$284.45	90000	\$1,624.90
8,500	\$297.45	100000	\$1,793.14
9,000	\$310.43	If More than 100,000 Contact	OCE Print Office for Quote

a. **ADDITIONAL CHARGES:**

Metallic colored ink\$25.00 flat fee
 Graphic Design Services.....\$30.00 per hour
 Rush Delivery (ship in 5 working days).....Add 20% to pricing matrix

Authority Initials _____
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b. Pricing for Non-Standard, 2 Color, 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$87.65	9500	\$369.62
1,500	\$98.24	10000	\$384.47
2,000	\$108.84	12500	\$452.23
2,500	\$130.03	15000	\$539.21
3,000	\$151.23	17500	\$622.16
3,500	\$172.42	20000	\$704.84
4,000	\$193.61	22500	\$785.96
4,500	\$214.80	25000	\$865.52
5,000	\$236.06	30000	\$982.27
5,500	\$250.88	40000	\$1,069.81
6,000	\$265.71	50000	\$1,161.12
6,500	\$280.54	60000	\$1,266.84
7,000	\$295.37	70000	\$1,474.10
7,500	\$310.26	80000	\$1,664.28
8,000	\$325.09	90000	\$1,858.34
8,500	\$339.93	100000	\$2,049.30
9,000	\$354.78	If More than 100,000 Contact	OCE Print Office for Quote

c. ADDITIONAL CHARGES:

- Metallic colored ink\$25.00 flat fee
- Graphic Design Services.....\$30.00 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 & 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, 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 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.

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