



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 2

PRODUCT: **BUSINESS CARDS, STANDARD STATE 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.

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

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 2
BUSINESS CARDS, STANDARD STATE FORMAT**

1. **Ordering Instructions:** (Please also refer to general instructions in Exhibit A).
 - 1.1 **Business Card Format Sheet:** A business card format sheet or comparable format sheet is required with each order and must be mailed. 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 cards

	One Color Single Sided	One Color Double Sided
1 Name 250 Cards	\$20.00	\$40.00

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 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. **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

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

OCE Initials _____

- 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.

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

OCE Initials _____

Standard Single Sided Business Card Format

Attachment: 2A

Two line Department Header

Optional Department Logo	Oregon	DEPARTMENT, BOARD OR COMMISSION			
Name	Title	Section	Optional Information	Optional Information	E-Mail Address
City, Phone, Zip	Phone	Fax	TTY	Address	Address

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.)

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 Department Logo	Oregon	DEPARTMENT, BOARD OR COMMISSION HERE			
Name	Title	Section	Optional Information	Optional Information	E-Mail Address
City, Phone, Zip	Phone	Fax	Address	Address	Address

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.)

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.)

Authority Initials _____

Authority Initials _____

Authority Initials _____

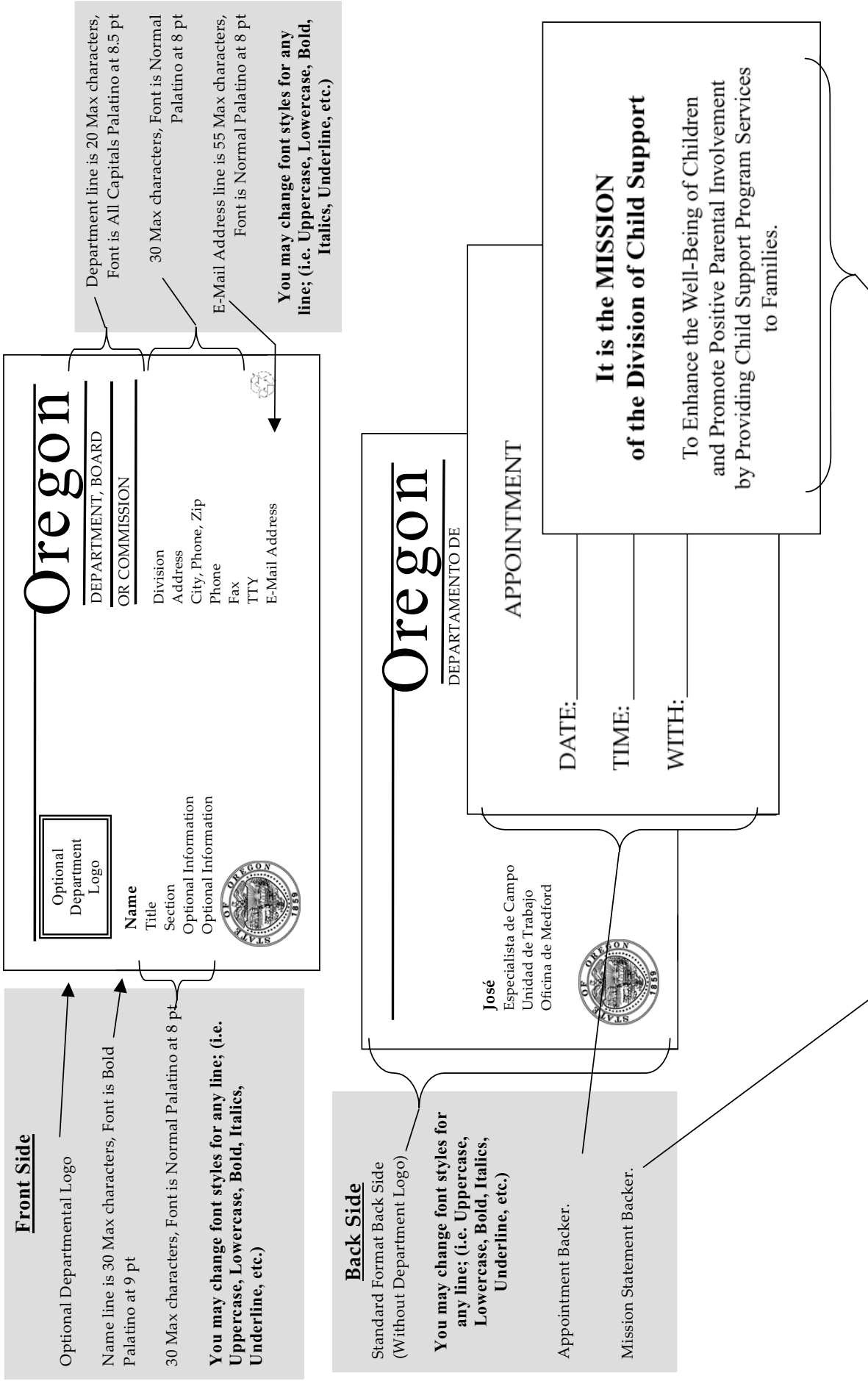
Authority Initials _____

OCE Initials _____

Standard Double Sided Business Card Format

Attachment: 2B

Two line Department Header



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

OCE Initials _____

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.)

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.)

Back Side

Standard Format Back Side (Without Department Logo)

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Appointment Backer.

Mission Statement Backer.

APPOINTMENT

DATE: _____

TIME: _____

WITH: _____

It is the MISSION of the Division of Child Support

To Enhance the Well-Being of Children and Promote Positive Parental Involvement by Providing Child Support Program Services to Families.

OCE Initials _____

Standard Large Print Style Business Card

Attachment: 2D

Optional Department Logo

Oregon

Department, Board or Commission

Optional Departmental Logo

28 Max characters, Font is Bold Palatino at 14 pt

26 Max characters, Font is Normal Palatino at 14 pt

20 Max characters, Font is Normal Palatino at 14 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)


Name _____

Title _____

Section _____

Optional Information _____

Optional Information _____



Division _____

Address _____


City, State, Zip _____

Phone _____

Fax _____

TTY _____

E-Mail Address _____



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.)

Authority Initials _____

Authority Initials _____

Authority Initials _____

Authority Initials _____