



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 4**

**PRODUCT:** **LETTERHEAD, STANDARD STATE FORMAT**

**PROVIDER:** OREGON CORRECTIONS ENTERPRISES

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

**MAILING ADDRESS:** Oregon Corrections Enterprises  
Attn: OCE Print Shop  
3405 Deer Park Dr. S.E.  
Salem, OR 97310

**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 \_\_\_\_\_

OCE Initials \_\_\_\_\_



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 4  
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. Matrix price includes typesetting charges only, not graphic design services. Approved agency logos supplied in TIFF or EPS format. Orders must be proofed with signed release from customer prior to printing. Proofs available as laser (hard copy) or emailed in Portable Document Format (PDF).

2. Pricing: Pricing for Standard 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$80.35	15,000	\$494.29
1,500	\$90.06	17,500	\$570.31
2,000	\$99.77	20,000	\$646.10
2,500	\$119.20	22,500	\$720.46
3,000	\$138.61	25,000	\$793.40
3,500	\$158.05	30,000	\$900.41
4,000	\$177.48	40,000	\$980.67
4,500	\$196.78	50,000	\$1,064.36
5,000	\$216.39	60,000	\$1,161.27
5,500	\$229.98	70,000	\$1,351.26
6,000	\$243.56	80,000	\$1,525.59
6,500	\$257.16	90,000	\$1,703.49
7,000	\$270.75	100,000	\$1,878.53
7,500	\$284.40	125,000	\$2,244.84
8,000	\$298.01	150,000	\$2,674.38
8,500	\$311.61	175,000	\$3,098.20
9,000	\$325.22	200,000	\$3,516.06
9,500	\$338.82	225,000	\$3,933.92
10,000	\$352.43	250,000	\$4,354.01
12,500	\$414.54	<b>Over 250,000 call OCE for Quote</b>	

2.1 ADDITIONAL CHARGES:

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: Ship date is five (5) working days from receipt of Final Proof.

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 Authority Initials \_\_\_\_\_  
 Authority Initials \_\_\_\_\_

OCE Initials \_\_\_\_\_

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: 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 5,000 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).

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Authority Initials \_\_\_\_\_  
Authority Initials \_\_\_\_\_

OCE Initials \_\_\_\_\_



# Oregon

John A. Kitzhaber, MD, Governor

Attachment 4A

Department, Board or Commission

- Division Line
- Address Line
- City, State, Zip
- Phone
- Fax
- TTY
- Email Address
- Web Site
- Optional Info
- Optional Info

Optional Department Logo Here

### Standard Letterhead Format

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

42 Max characters, Font is 12 pt Bold Palatino

42 Max characters, Font is 10 pt Roman Palatino

Department LOGO

Optional Mission Statement, Font is 10 pt Palatino

Form Number, Font is 8 pt Roman Palatino

Form 12345678-A

Optional Mission Statement Here



Authority Initials \_\_\_\_\_  
Authority Initials \_\_\_\_\_  
Authority Initials \_\_\_\_\_

OCE Initials \_\_\_\_\_



# Oregon

John A. Kitzhaber, MD, Governor

Attachment 4B

Department, Board or Commission

Division Line  
Address Line  
City, State, Zip  
Phone  
Fax  
TTY  
Email Address  
Web Site  
Optional Info  
Optional Info

Optional  
Department  
Logo Here

### Standard Letterhead Format

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

42 Max characters, Font is 16 pt Bold Palatino

42 Max characters, Font is 14 pt Roman Palatino

Department LOGO

Optional Mission Statement, Font is 10 pt Palatino

Form Number, Font is 8 pt Roman Palatino

Form 12345678-A

Optional Mission Statement Here



Authority Initials \_\_\_\_\_  
Authority Initials \_\_\_\_\_  
Authority Initials \_\_\_\_\_

OCE Initials \_\_\_\_\_