



**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). Customer is required to return proof within twenty-four (24) hours of receipt.

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

Quantity	Price	Quantity	Price
1,000	\$66.69	9,500	\$281.23
1,500	\$74.75	10,000	\$292.52
2,000	\$82.82	12,500	\$344.08
2,500	\$98.94	15,000	\$410.28
3,000	\$115.07	17,500	\$473.39
3,500	\$130.65	20,000	\$536.29
4,000	\$147.32	22,500	\$598.01
4,500	\$163.44	25,000	\$658.55
5,000	\$179.61	30,000	\$747.38
5,500	\$190.89	40,000	\$813.98
6,000	\$202.17	50,000	\$883.46
6,500	\$213.46	60,000	\$963.90
7,000	\$224.73	70,000	\$1,121.60
7,500	\$238.50	80,000	\$1,266.30
8,000	\$247.35	90,000	\$1,412.96
8,500	\$258.65	100,000	\$1,559.25
9,000	\$269.94		

2.2 ADDITIONAL CHARGES:

Metallic colored ink .....\$22.00 flat fee  
 Graphic Design Services.....\$28.00 per hour  
 Rush Delivery (ship in 5 working days).....Add 20% to pricing matrix  
 Shipping.....Standard State Shuttle Rates or UPS

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

Quantity	Price	Quantity	Price
1,000	\$76.22	9,500	\$321.41
1,500	\$85.43	10,000	\$334.32
2,000	\$94.64	12,500	\$393.24
2,500	\$113.07	15,000	\$468.88
3,000	\$131.50	17,500	\$541.01
3,500	\$149.93	20,000	\$612.90
4,000	\$168.36	22,500	\$683.44
4,500	\$186.78	25,000	\$752.63
5,000	\$205.27	30,000	\$854.15
5,500	\$218.16	40,000	\$930.27
6,000	\$231.05	50,000	\$1,009.67
6,500	\$243.95	60,000	\$1,101.60
7,000	\$256.84	70,000	\$1,281.83
7,500	\$269.79	80,000	\$1,447.20
8,000	\$282.69	90,000	\$1,615.95
8,500	\$295.59	100,000	\$1,782.00
9,000	\$308.50		

2.4 ADDITIONAL CHARGES:

- Metallic colored ink .....\$22.00 flat fee
- Graphic Design Services.....\$28.00 per hour
- Rush Delivery (ship in 5 working days).....Add 20% to pricing matrix
- Shipping.....Standard State Shuttle Rates or UPS

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of order.
- 3.2 Rush Delivery & Fee: Ship date is five (5) working days from receipt of order, add 20% fee to pricing matrix.
- 3.3 All orders are shipped United Parcel Service (UPS) or, if for delivery to a State Agency, by State Shuttle or OCE Truck to a single address depending on location/region. This applies to any single Printing 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 allowed 24 additional hours to provide proof to customer. 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 methods will be an additional charge.

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