

Offset & Digital Printing
Extensive Bindery Capabilities
Mail Fulfillment
Paper Survey Design & Reporting



PRINT + MAIL

Services Working for You





WORKING
FOR A
BETTER OR



REGON

THE MISSION OF OREGON CORRECTIONS ENTERPRISES

(OCE), in partnership with Oregon Department of Corrections (DOC), is to promote public safety by providing adults in custody (AICs) with work and training opportunities in a self-sustaining organization. OCE programs like the Print Shop mirror real world job experiences as much as possible. Print Shop workers receive training and certifications that prepare them to do similar work in the printing industry after release. Through developing positive work ethics and job skills, OCE assists AICs in transitioning to productive citizens who contribute to society and to their families.

WE'VE GOT IT COVERED

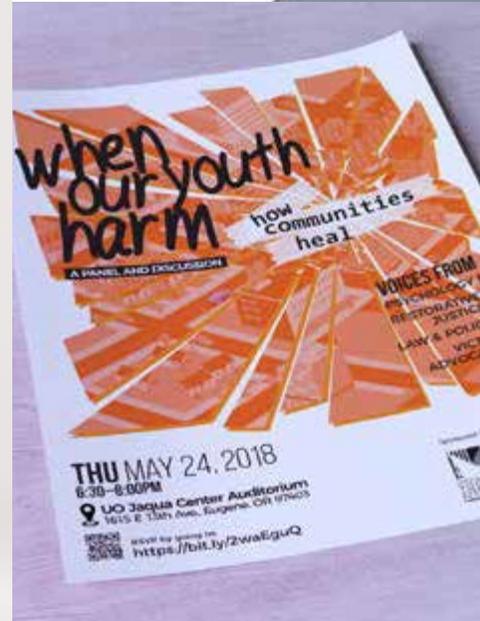
THE OCE PRINT SHOP OFFERS offset and digital printing services. We have a full-service bindery and design department. Short run, long run, color, or black and white, we can print it for you!

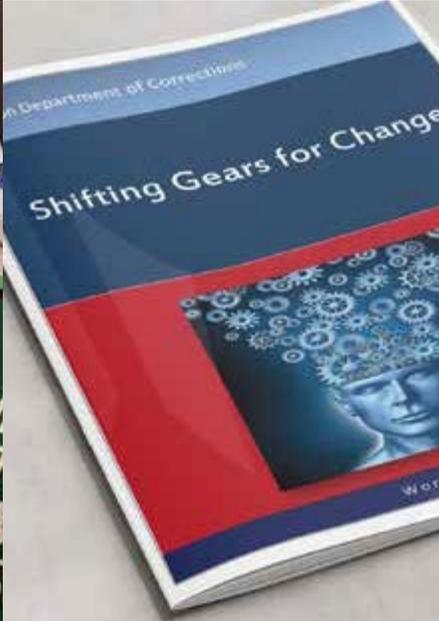
- Letterhead
- Business cards
- Envelopes
- Self-Mailers
- Door Hangers
- Fliers
- Carbonless forms
- Booklets
- Newsletters
- Magazines

...if it needs printing, we've got your solution!



FOR ONLINE ORDERING, visit the **My Order Desk** customer portal at: myorderdesk.com/oceprintshop and follow the sign-up instructions.





from CONCEPT to FINISHED PRODUCT

FROM CATALOGS AND presentations to mailings and manuals, the OCE Print Shop is your professional, full-service solution. Our skilled team can take you from first design to final destination with speed and accuracy, right through to shipping and distribution.

DESIGN We have talented in-house designers with the vision to create attractive and modern graphics and documents in professional layouts that will impress your customers and save you valuable resources.

PRINTING We offer printing in both digital and offset processes, giving you options for variable data capability, wider color spectrum, and economical costs for larger or shorter runs.

FINISHING We provide a wide variety of cost-effective services to enhance the function and appearance of printed pieces that you would expect from a much larger printing operation.

MAILING Complete the process with our Mail Fulfillment and Distribution services. We offer shipment by Federal Express, State Shuttle Service, special hand-delivery services, and USPS.

DESIGN

Great projects begin with great planning. From initial design to end-user delivery, the OCE Print Shop's expertise guarantees a smooth process.

JOB ENGINEERING

COST CONTROL IS ESSENTIAL to running a business or agency. OCE is equipped to offer ideas and plans to conserve resources. All aspects of your project, from design to how it is shipped, will play a role in your costs. We offer guidance throughout the process to help your projects meet your demands.

With over 100 years of combined printing experience we help you maximize the return on your investment. Everyone benefits when projects flow smoothly through production and arrive to you or your customers on time with accurate and excellent results.

The OCE Print Shop is happy to help you plan your next project. Contact us today and we'll schedule a time to meet with your team.

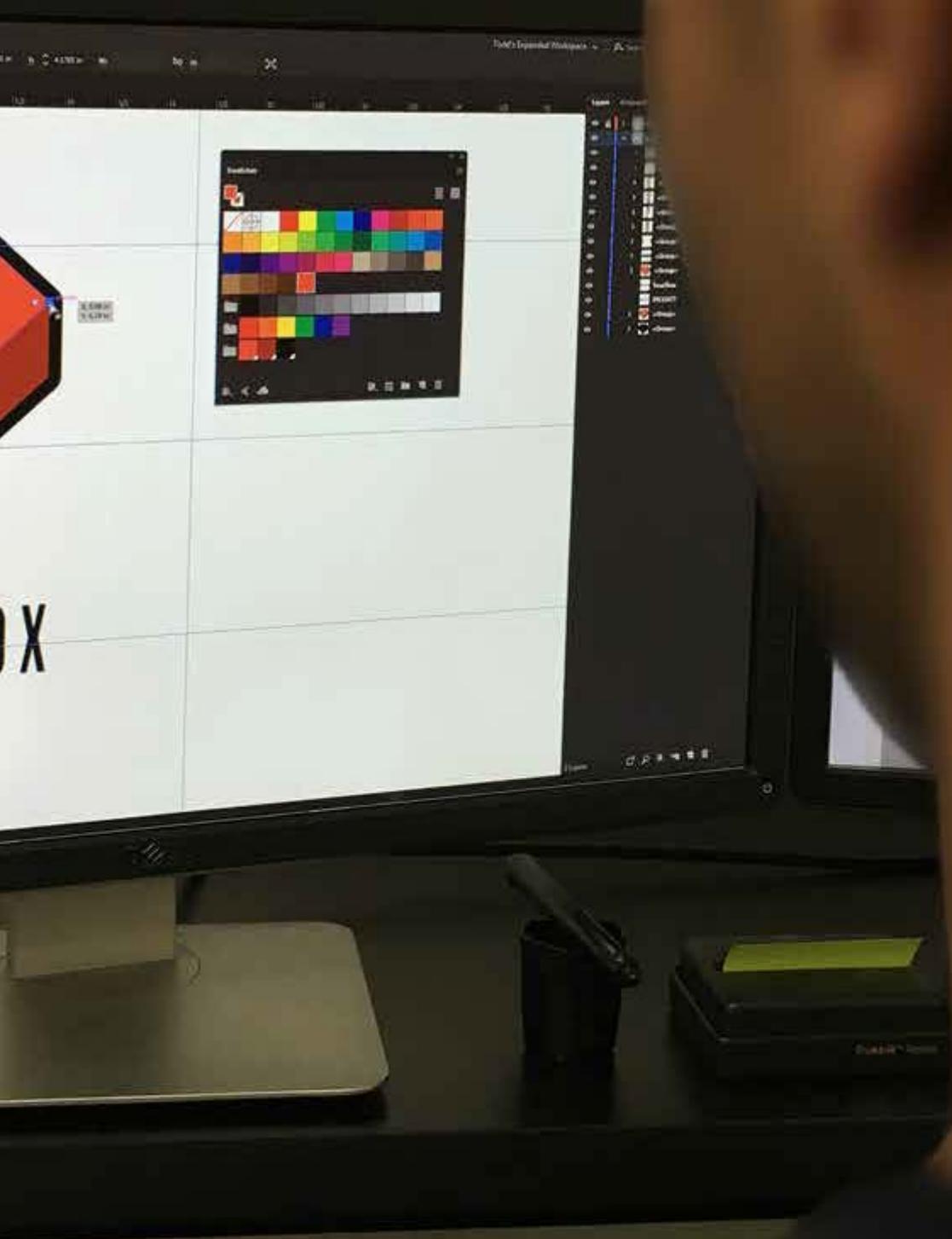
GRAPHIC DESIGN

AS PART OF the work skills training program, OCE has developed a team of graphic designers whose results are nothing but professional. Using the latest software, regular training, and collaboration with industry professionals, the highly motivated Graphic Design team creates eye-catching and modern design work fit for any publication.

If you need branding, logos, posters, original designs, adaptations of existing designs, updates, or refreshes, the Graphic Design team has the skill and creativity to exceed your expectations.

We believe in them so much, we utilize their skills for our own branding, posters, pamphlets, web image creation, trade show materials, and social media campaigns!

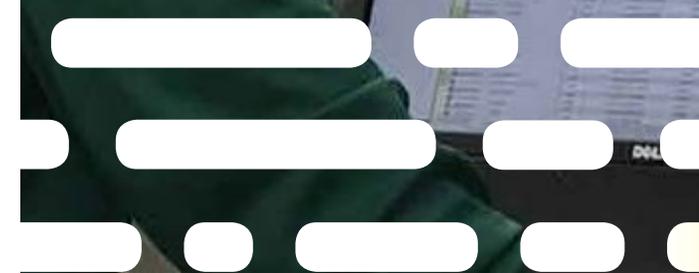




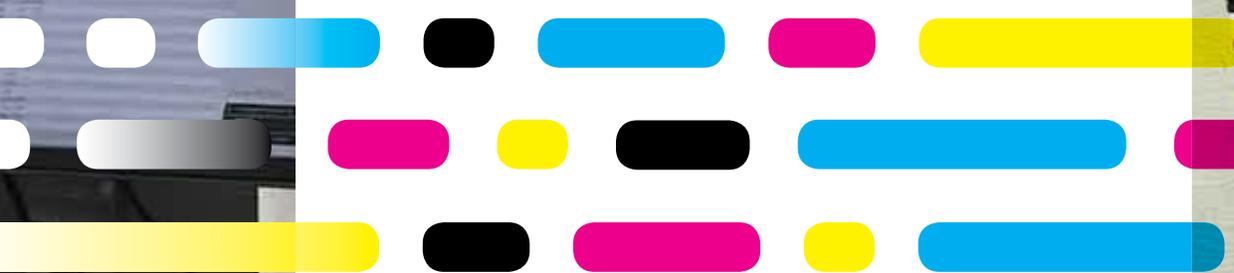
Correction
SERVICES

PUTTING
DIGITAL

TO WORK
FOR YOU



With flexible and efficient options at our fingertips, our system enables us to complete your job exactly how you need it.



AFFORDABLE SHORT RUNS

With years of experience and the latest technology, we have the ability to make short run printing an affordable option. Whether you only need a few copies or are looking to keep your materials fresh, short run digital printing is the answer.

VARIABLE DATA

Customize and personalize your print materials and mail campaigns through fast-paced digital printing that allows for a wide variety of text and images throughout your project.

SEQUENTIAL NUMBERING

Print unique numbers on NCR forms like invoices, purchase orders, and contracts. Great for everything from raffle tickets to job transaction forms, you can protect the integrity of your processes through sequential identifying numbers.

SPECIALTY INKS

OCE Print Shop offers specialty digital inks, including white, clear, neon pink, neon yellow, and even invisible ink that is only viewable under UV light sources.



DIGITAL PRINTING ADVANTAGES

INCREDIBLE QUALITY IS just the beginning when you use our digital printing services. With perfect registration of colors and 100% consistency, the hundredth run will have the same high quality as the first. Avoid the harsh lines and dot gains of traditional printing and keep color trapping at zero.

With digital printing, quality in leads to quality out, so using our Design Team to create high quality graphics enhances your final product even more. High resolution graphics and proper design preparation yield unmatched output quality.

Ultimately, it often comes down to cost. Digital printing does not require printing plates, so the resources needed to cover pre-press expenses in the past now can cover the cost of the entire process! Down time for color changeovers is removed and your order is completed faster and at a lower cost.

Digital printing with OCE reduces lead times and allows for rapid transitions between jobs, and with the capability to take your job from design to delivery, you'll quickly have a high-quality print job at a lower cost.



TABS

Help readers quickly locate specific information by adding plastic index tabs or index thumb cuts to the edges of printed sheets.



SCORING

Used mostly on heavyweight papers and cardstock, scoring improves the ease and appearance of folds by providing consistent creasing guidelines.



PADDING

Create note, memo, and order pads from branded stationery through the application of flexible adhesive. Secured as a unit and available with rigid chip-board backing, the top sheet is easily removed for convenient use.

VERSATILITY

IS OUR SPECIALTY

UNLIKE MANY OTHER PRINT SHOPS,

OCE completes a wide range of finishing services in-house. This means lower costs and quicker delivery for you. Our standard turnaround is 10 business days, but we often complete projects even sooner.



ROUND CORNERS

Prevent dog-eared corners on heavily used items or add a unique touch to a business card or brochure by having the corners rounded.



EMBOSSING/ DEBOSSING

Press an image into paper or cardstock to create a three dimensional design. Embossing results in a raised surface; debossing results in a depressed surface.



FOLDING

Fold documents into smaller sizes for ease of handling, distribution, and envelope stuffing, as well as a design aspect for display. Available folds include c-fold, z-fold, gate-fold, and mini fold.



DRILLING

Drill perfect hole patterns needed for sheets and dividers for binders.



FOIL STAMPING

Usually in gold, silver, or copper tone, add elegance and distinction with foil stamping. Combined with the embossing technique, it creates a metallic design in relief.



PERFORATING

Allow a portion of the printed page to be easily detached by hand by adding perforation. This series of fine holes is perfect for creating anything from coupons and ID cards to response cards and remittance slips.



LAMINATING

Protect printed matter from stains, smudges, moisture, wrinkles, and tears. By bonding clear plastic material to your projects, lamination improves durability, enhances color vibrancy, and helps endure heavy use. Lamination is great for education materials, flip charts, book covers, menus, and maps and even allows you to attach Velcro or magnets for a variety of repeated uses.



DIE-CUTTING

Have paper, cardstock, label stock, or other substrates cut into various shapes using thin, sharp blades ore-formed into patterns or outlines. Create professional-looking business card slots to promote brand recognition and share contact information.



BINDING OPTIONS

Add that perfect finishing touch to your presentation and augment the professionalism of your print materials through one of our bindery services

COIL BINDING

Durable and less likely to lose pages from normal wear and tear, coil binding is a preferred method when you are seeking a professional look that is sturdy and lays flat. Available in a variety of colors and sizes, choose from the best options for the size and look of your materials, from 25 pages up to 450.

GBC (COMB) BINDING

Whether 3/16" or 2" in diameter, the flexibility of comb binding allows you to add or subtract pages at a later date while maintaining a clean look and feel. Capable of capturing as few as 10 pages to as many as 425, the variety of colors and sizes will have you prepared to present and still able to make last-minute changes.

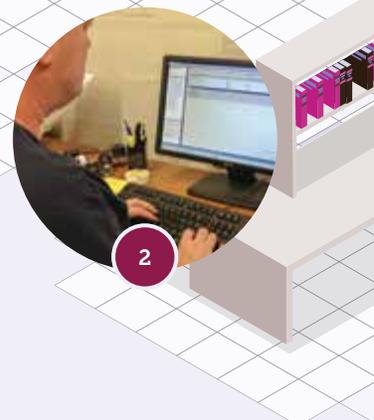
PERFECT BINDING

Widely used for soft cover book binding, perfect binding is the method that glues 20 to 800 sheets along the spine, creating a higher-end polished look. Great for manuals, catalogs, product brochures and annual reports, perfect binding can range from .08" to 2" in thickness.

SADDLE STITCHING

Deriving its name from the process, saddle stitching secures pages economically through the use of commercial grade staples. Commonly used for information booklets and small magazines, saddle stitching generally uses one to three staples in portrait style, but has the range to be used in landscape and calendar style as well.

MAIL FULFILLMENT



OCE is devoted to every aspect of your mailing and distribution project experience.

NO MATTER HOW large or small your mailing campaign or project is, the OCE Mailroom is dedicated to offering the best service at the lowest possible prices in the market. We produce and deliver quality, cost-effective solutions to accommodate your mailing and distribution requirements.

Through years of experience, we have developed our practices and procedures to maximize efficiency and deliver time-sensitive, prompt turnarounds. We pride ourselves on putting our customers' needs first at all times and offer a wide range of services and options.

As part of the Print Shop training program, the Mail Fulfillment program teaches valuable transferable skills that contribute to the successful transition of AICs back into the community. By hiring professionals from the print industry to run our programs, our production quality and training programs maintain a high standard. Workers from the Print Shop have the opportunity to go on to great careers in the print industry, even becoming leaders and managers.

1. PALLET STORAGE

OCE offers pallet storage for a variety of services. From drop shipping and timed delivery storage to providing material storage and reorder point maintenance and approval processes, we are able to provide highly competitive pricing and convenient consistency.

2. DATA PROCESSING

OCE Mail Fulfillment offers data processing for mailing list creation and clean up. Through accessing national databases, we are able to correct inaccurate and incomplete addresses and return a clean list

back to the customer. We'll meet with you and determine during the interview process how you would like the addresses corrected and which duplicates, if any, you would like deleted.

3. COLLATION

Collating and envelope stuffing services are available for multiple form kits ranging from 1 to 30 inserts. Based on the predetermined order specified by the customer,



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OCE Mail Fulfillment collects the pieces and places them in order for each kit, then stuffs the envelopes for delivery, increasing accuracy and saving you time and money.

4. LABELING & METERING

Steward your resources well with metered postage and database driven labeling. With approval, OCE is capable of directly utilizing existing customer accounts through the Post Office to streamline the billing process and keep rates low. Combined with other mail services, metering and labeling are the economical solutions for mail fulfillment.

5. MAIL TRAY/ BAG HANDLING

By having OCE do the work that USPS would have to do, we pass the savings to you through reduced mailing rates. We sort your mail into ZIP+4 order and organize it in trays and tubs, allowing the mail carriers to deliver the mail in walking order, thus lowering prices.

6. PICKUP & DELIVERY

Local Salem and Keizer customers can take advantage of convenient OCE Mail Fulfillment

pickup and delivery services. We'll come to you! Once we've prepared your mail for distribution, we'll deliver it to the Post Office for you, handling the processing of the paperwork along the way. You never even need to leave your desk! Speak to our staff to schedule your next pick up.

Programs like Mail Fulfillment offer opportunities for AICs to learn and grow and put in an honest day's work. The AICs who work in Mail Fulfillment are selected through an application and interview process, and take great pride in knowing their craft very well and ensuring accuracy and timeliness.

“If everyone is moving forward together, then success takes care of itself.”

- Henry Ford



Publishing & Distribution

DEPARTMENT OF ADMINISTRATIVE SERVICES

It was in 1847, one year before Oregon became an U.S. territory, that the Legislature authorized the Secretary of Territory to oversee printing needed by the government, specifically the proposed bills during the Legislative Sessions. By 1849, the first State Printer position was created, and later became an elected official when Article XII of the Oregon Constitution was ratified. The establishment of State Printing occurred a full 10 years before Oregon became a state.

170 years later, Oregon State Printing is still going strong. Over time, the agency has evolved. We are now a part of the Department of Administrative Services (DAS) as Publishing & Distribution (P&D) and the State Printer is now selected by appointment. There have been 34 public servants who have held the position of State Printer. Our current State Printer, Tim Hendrix oversees over 80 employees in a 46,000 square foot facility located close to the Salem Municipal Airport. It is the ongoing mission of Publishing & Distribution “to provide public entities with the most advanced and cost effective solutions for integrated document publishing, mail processing, and agency delivery services.”



Strength in Partnership

Publishing & Distribution is proud to be a partner with Oregon Corrections Enterprises. Between the two facilities, we are able to provide state agencies with comprehensive printing and mailing services.

ORS 282 AND THE BUY DECISION: ORS 282 put the control of state printing and print purchases in the hands of the Department of Administrative Services. This means that any document intended for public distribution on behalf of the state must use State Printing services.

For larger projects, the Oregon Procurement Buy Decision allows P&D to work closely with OCE. Both entities have collaborated on jobs for such agencies as the Oregon Educators Benefits Board, the Public Employees Retirement System, Oregon Department of Transportation, Oregon Health Authority, and many more.

INTERAGENCY AGREEMENTS: A state price agreement expands the responsibility of producing common printed documents from P&D to OCE. Agencies can go directly to OCE for state-approved standard and non-standard envelopes, business reply envelopes, business cards, letterhead, and carbonless forms.

CONTACT US: If you are interested in speaking to one of P&D's knowledgeable and friendly Print Production Coordinators about your state agency's printing and mailing needs, please contact us at (503) 373-1700 or email pnd.orderinfo@oregon.gov.

*Left: former State Printer Lee Schrunk circa 1960's
Right: current State Printer Tim Hendrix shaking hands with former State Printer Lee Schrunk 2015*



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