

**State of Vermont**

Buildings and General Services  
Office of Purchasing & Contracting  
109 State St  
Montpelier VT 05609-3001  
USA

**CONTRACT**



**Supplier 0000041408**  
**Vermont Correctional Industries/Vermont**  
**280 State Dr, NOB 2 S**  
**Waterbury VT 05671-2000**  
**USA**

|   |                                |   |
|---|--------------------------------|---|
| <b>Contract ID</b><br>0000000000000000000039912   |                                | <b>Page</b><br>1 of 4                   |
| <b>Contract Dates</b><br>05/01/2020 to 04/30/2022 |                                | <b>Origin</b><br>CPS                    |
| <b>Description:</b><br>CPS - STATIONARY & FORMS   |                                | <b>Contract Maximum</b><br>\$265,000.00 |
| <b>Buyer Name</b><br>Linda T Wortman              | <b>Buyer Phone</b><br>828-4658 | <b>Contract Status</b><br>Approved      |

**Phone #: (802) 241-1472**

| Line # | Item ID | Item Desc   | UOM | Unit Price | Max Qty | Max Amt |
|--------|---------|---|-----|------------|---------|---------|
| 1      | 4890    | BUSINESS CARDS - PRINTED IN GREEN AND BLACK INK. SIZE: 3.5" X 2". STOCK: RECYCLED 100 LB. BRISTOL, WHITE. SEE ATTACHED PRICE LIST.  | LOT | 0.01000    | 0.00    | 0.00    |
| 2      | 4570    | LETTERHEAD, PRINTS 2 COLORS: BLACK & GREEN-(BLACK & GOLD FOR COURTS) ONE SIDE. SIZE: 8.5" X 11" STOCK: 20 LB. WHITE, RECYCLED 100% CHLORINE FREE. SEE ATTACHED PRICE LIST.    | T   | 0.01000    | 0.00    | 0.00    |
| 3      | 4571    | LETTERHEAD, PRINTED IN BLACK INK, ONE SIDE, SIZE: 8.5" X 11". STOCK: 20 LB. WHITE, RECYCLED 100% CHLORINE FREE. SEE ATTACHED PRICE LIST.                                      | T   | 0.01000    | 0.00    | 0.00    |
| 4      | 4901    | FORMS - PRINTED IN BLACK INK FROM CAMERAREADY COPY. SIZE: 8.5" X 11". STOCK: 20 LB. BOND, RECYCLED 100% CHLORINE FREE. ADDITIONAL OPTIONS AVAILABLE. SEE ATTACHED PRICE LIST. | LOT | 0.01000    | 0.00    | 0.00    |
| 5      | 4891    | INDEX CARDS, PRINTED IN BLACK INK, ONE SIDE, CAMERA READY. STOCK: 110 LB. INDEX, WHITE. SEE ATTACHED PRICE LIST.  | LOT | 0.01000    | 0.00    | 0.00    |
| 6      | 4892    | INDEX CARDS, PRINTED IN BLACK INK, TWO SIDES, CAMERA READY. STOCK: 110 LB. INDEX, WHITE. SEE ATTACHED PRICE LIST.   | LOT | 0.01000    | 0.00    | 0.00    |

**State of Vermont**

Buildings and General Services  
Office of Purchasing & Contracting  
109 State St  
Montpelier VT 05609-3001  
USA

**CONTRACT**



**Supplier 0000041408**  
**Vermont Correctional Industries/Vermont**  
**280 State Dr, NOB 2 S**  
**Waterbury VT 05671-2000**  
**USA**

|   |                                |   |
|---|--------------------------------|---|
| <b>Contract ID</b><br>00000000000000000000000039912 |                                | <b>Page</b><br>2 of 4                   |
| <b>Contract Dates</b><br>05/01/2020 to 04/30/2022   |                                | <b>Origin</b><br>CPS                    |
| <b>Description:</b><br>CPS - STATIONARY & FORMS     |                                | <b>Contract Maximum</b><br>\$265,000.00 |
| <b>Buyer Name</b><br>Linda T Wortman                | <b>Buyer Phone</b><br>828-4658 | <b>Contract Status</b><br>Approved      |

**Phone #: (802) 241-1472**

| Line # | Item ID | Item Desc   | UOM | Unit Price | Max Qty | Max Amt |
|--------|---------|---|-----|------------|---------|---------|
| 7      | 2385    | CARBONLESS BOND PRECOLLATED SETS,8.5 X 11" PRINTS IN BLACK INK, ONE SIDE, CAMERA READY, SAME COPY ON EACH PART. SEE ATTACHED PRICE LIST FOR OPTIONS AND PRICING PER PARTS.    | T   | 0.01000    | 0.00    | 0.00    |
| 8      | 2386    | CARBONLESS BOND PRECOLLATED SETS, PRINTS IN BLACK INK, TWO SIDES, CAMERA READY, SAME COPY ON EACH PART.   | T   | 0.01000    | 0.00    | 0.00    |
| 9      |         | CARBONLESS BOND PRECOLLATED SETS, 8.5" X 5.5" PRINTS IN BLACK INK, ONE SIDES, CAMERA READY, SAME COPY ON EACH PART. SEE ATTACHED PRICE LIST FOR OPTIONS AND PRICING PER PARTS | T   | 0.01000    | 0.00    | 0.00    |
| 10     |         | CARBONLESS BOND PRECOLLATED SETS, 8.5" X 5.5" PRINTS IN BLACK INK, TWO SIDES, CAMERA READY, SAME COPY ON EACH PART. SEE ATTACHED PRICE LIST FOR OPTIONS AND PRICING PER PARTS | T   | 0.01000    | 0.00    | 0.00    |
| 11     |         | MEMORANDUMS. BLACK INK, ONE SIDE 20# WHITE BOND RECYCLED CHLORINE FREE STOCK. SEE ATTACHED PRICE SHEET FOR SIZES AND PRICING.   | T   | 0.01000    | 0.00    | 0.00    |
| 12     |         | VD-001 Dealer Temporary Plates  | EA  | 1.01000    | 0.00    | 0.00    |

Quantity: 20,000  
Size: 8.75 x 4.5  
Stock: 10 ply White Outdoor board  
Printing: Red Ink  
Numbering: Consecutively numbered: D00001 - X20000  
Other:  
\*Two 1/4" diameter holes punched in top - same alignment as metal plates  
\*Beginning and ending numbers indicated on outside of cartons  
\*Must be shrink-wrapped, banded or otherwise bundles in set of 100  
\*All boxes shall be marked plainly on the front to show, at a minimum, the following information:  
1. Vendor's Name  
2. DMV Form Number  
3. Carton Number  
4. Quantity in carton  
5. Date forms packed (month and year)

# State of Vermont

Buildings and General Services  
Office of Purchasing & Contracting  
109 State St  
Montpelier VT 05609-3001  
USA

# CONTRACT



**Supplier 0000041408**  
**Vermont Correctional Industries/Vermont**  
**280 State Dr, NOB 2 S**  
**Waterbury VT 05671-2000**  
**USA**

|   |   |
|---|---|
| <b>Contract ID</b><br>00000000000000000000000039912 | <b>Page</b><br>3 of 4                   |
| <b>Contract Dates</b><br>05/01/2020 to 04/30/2022   | <b>Origin</b><br>CPS                    |
| <b>Description:</b><br>CPS - STATIONARY & FORMS     | <b>Contract Maximum</b><br>\$265,000.00 |
| <b>Buyer Name</b><br>Linda T Wortman                | <b>Buyer Phone</b><br>828-4658          |
|   | <b>Contract Status</b><br>Approved      |

**Phone #: (802) 241-1472**

| Line # | Item ID | Item Desc | UOM | Unit Price | Max Qty | Max Amt |
|--------|---------|-----------|-----|------------|---------|---------|
|--------|---------|-----------|-----|------------|---------|---------|

Contact: Michael Charter, 802.828.0496 or michael.charter@vermont.gov

Ship to: Department of Motor Vehicles, Attn: Stockroom, 120 State Street, Montpelier, VT 05603-0001  
Invoice to: Department of Motor Vehicles, Attn: Finance Unit, 120 State Street, Montpelier, VT 05603-0001

- Parties. This is a contract for Commodities between the State of Vermont, Buildings and General Services (hereinafter called "State"), and Vermont Correctional Industries, with a principal place of business in Newport Vermont, (hereinafter called "Contractor"). Contractor's form of business organization is State of Vermont governmental entity established pursuant to 28 V.S.A. Chapter 11, Subchapter 2. It is Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.
- Subject Matter. The subject matter of this contract is commodities generally on the subject of providing Stationary & Forms. Detailed requirements to be provided by Contractor are described in Attachment A.
- Maximum Amount. In consideration of the commodities to be provided by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$265,000.00
- Contract Term. The period of contractor's performance shall begin on May 1, 2020 and end on April 30, 2022 with the option to renew for up to two additional 12-month periods..
- Prior Approvals. This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.
- Amendment. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.
- Termination for Convenience. This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.
- Attachments. This contract consists of 10 pages including the following attachments which are incorporated herein:  
  
Attachment A - Statement of Work  
Attachment B - Payment Provisions  
Attachment C - "Standard State Provisions for Contracts and Grants" a preprinted form (revision date 12/15/2017)
- Order of Precedence. Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:  
  
(1) Standard Contract  
(2) Attachment C (Standard Contract Provisions for Contracts and Grants)  
(3) Attachment A  
(4) Attachment B

# State of Vermont

Buildings and General Services  
Office of Purchasing & Contracting  
109 State St  
Montpelier VT 05609-3001  
USA

# CONTRACT



**Supplier 0000041408**  
**Vermont Correctional Industries/Vermont**  
**280 State Dr, NOB 2 S**  
**Waterbury VT 05671-2000**  
**USA**

|   |   |
|---|---|
| <b>Contract ID</b><br>00000000000000000000000039912 | <b>Page</b><br>4 of 4                   |
| <b>Contract Dates</b><br>05/01/2020 to 04/30/2022   | <b>Origin</b><br>CPS                    |
| <b>Description:</b><br>CPS - STATIONARY & FORMS     | <b>Contract Maximum</b><br>\$265,000.00 |
| <b>Buyer Name</b><br>Linda T Wortman                | <b>Buyer Phone</b><br>828-4658          |
|   | <b>Contract Status</b><br>Approved      |

**Phone #: (802) 241-1472**

| Line # | Item ID | Item Desc | UOM | Unit Price | Max Qty | Max Amt |
|--------|---------|-----------|-----|------------|---------|---------|
|--------|---------|-----------|-----|------------|---------|---------|

**WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT**

By the STATE of VERMONT

By the CONTRACTOR

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Christopher Cole

Name: \_\_\_\_\_

Commissioner

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

## ATTACHMENT A – STATEMENT OF WORK

The Contractor shall provide:

1. Line items 1-12
2. **WARRANTY:** Each product purchased hereunder shall include a manufacturer's written warranty, which must be based on commercial use, and extend for a minimum term of one (1) year from the date a Product is available for use by the purchaser, or such longer period as set forth in the written warranty.
3. **REPORTING REQUIREMENTS:** Contractor will be required to submit quarterly product sales report to the Purchasing Agent pursuant to the schedule below detailing the purchasing of all items under this Contractor. Contractor's reporting shall state "no activity" for any month in which there is no activity during a quarterly reporting period.
  - a. The reports shall be an excel spreadsheet transmitted electronically to the Purchasing Agent.
  - b. Reports are due for each quarter as follows:

| Reporting Period         | Report Due |
|--------------------------|------------|
| January 1 to March 31    | April 30   |
| April 1 to June 30       | July 31    |
| July 1 to September 30   | October 31 |
| October 1 to December 31 | January 31 |

- c. Failure to meet these reporting requirements may result in suspension or termination of this Participating Addendum.
  - d. Notwithstanding the fact that any payment obligation for sales by contractor to any political subdivision or college, pursuant to "Purchasing Entities," below, shall be solely between the political subdivision or college and the contractor, the contractor must include, in reporting to State, the figures on quantities sold by contractor to, and amounts paid to contractor by, any such political subdivisions or independent colleges.
4. **DELIVERY:** Responsibility for product delivery remains with Contractor until the product is properly delivered and signed for. Contractor shall securely and properly pack all shipments in accordance with accepted commercial practices. Upon delivery, all packaging and containers shall become the property of the State, unless otherwise stated. Delivered goods that do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly by the Contractor.
5. **QUALITY:** All products will be new and unused. All products provided by the Contractor must meet all federal, state, and local standards for quality and safety requirements. Products not

meeting the requirements of this section will be deemed unacceptable and returned to the Contractor for credit at no charge to the State.

6. **DEFAULT:** In case of default of the Contractor, the State may procure the materials or supplies from other sources and hold the Contractor responsible for any excess cost occasioned thereby, provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.
7. **Primary Contacts.** The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this this Contract are as follows:
- e. **For the Contractor:**
- Phone: 802-334-8997  
 Email: [AHS.DOCVCIPrintShop@vermont.gov](mailto:AHS.DOCVCIPrintShop@vermont.gov)
- f. **For the State:**
- Name: State of Vermont, Linda Wortman  
 Address: 109 State Street, Montpelier, VT 05633-3001  
 Phone: 802/828- 4658  
 Fax: 802/828-2222  
 Email: [linda.wortman@vermont.gov](mailto:linda.wortman@vermont.gov)
8. **Purchasing Entities:** This Participating Addendum may be used by (a) all departments, offices, institutions, and other agencies of the State of Vermont and counties (each a “State Purchaser”) according to the process for ordering and other restrictions applicable to State Purchasers set forth herein; and (b) political subdivisions of the State of Vermont and any institution of higher education chartered in Vermont and accredited or holding a certificate of approval from the State Board of Education as authorized under 29 V.S.A. § 902 (each an “Additional Purchaser”). Issues concerning interpretation and eligibility for participation are solely within the authority of the State of Vermont Chief Procurement Officer. The State of Vermont and its officers and employees shall have no responsibility or liability for Additional Purchasers. Each Additional Purchaser is to make its own determination whether this Participating Addendum and the Master Agreement are consistent with its procurement policies and regulations.

## ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to the State:
  - a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and
2. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.
3. All invoices are to be rendered by the Contractor on the vendor's standard billhead and forwarded directly to the institution or agency ordering materials and shall specify the address to which payments will be sent. Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.
4. **PRICING:** Contractor shall provide all products F.O.B. delivery to the ordering facility at no additional cost to the State. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State. No charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted. Prices quoted for printing are to include printing, binding, wrapping, and packaging.
5. Contractor shall submit invoice(s) to: State of Vermont purchaser
6. Following complete delivery of the items, each as specified in Attachment A, and the State's written confirmation to the Contractor of the State's acceptance of those items and that training, Contractor will, within 30 business days, invoice the State in accordance with the rates specified in Attachment A.
7. The State Purchasing Card may be used by State Purchasers for the payment of invoices. Use of the Purchasing Card requires all required documentation applicable to the purchase. The Purchasing Card is a payment mechanism, not a procurement approach and, therefore, does not relieve State Purchasers from adhering to all procurement laws, regulations, policies, procedures, and best practices.

| BUSINESS CARDS  |                            |                     |  |                     |                    |
|---|----------------------------|---------------------|--|---------------------|--------------------|
| (green and black, one sided, printed on RECYCLED 80 lb. Bright White) |                            |                     | (green and black, TWO sided, printed on RECYCLED 80 lb. Bright White)                |                     |                    |
| <u>Quantity</u>   | <u>3-1/2" x 2"</u>         | <u>Item Number</u>  | <u>Quantity</u>  | <u>3-1/2" x 2"</u>  | <u>Item Number</u> |
| 250   | \$ 27.57                   | P3600               | 250  | \$ 28.67            | P3605              |
| 500   | \$ 33.94                   | P3601               | 500  | \$ 38.23            | P3606              |
| 1000  | \$ 44.43                   | P3602               | 1000   | \$ 52.30            | P3607              |
| LETTERHEAD - 100% Chlorine Free - Rag Bond - 20 lb.                   |                            |                     |  |                     |                    |
| Two Color (Black & Green; Green & Gold for Courts Only), One Sided    |                            |                     | <p align="center"><b>PRICES ARE PER THOUSAND</b><br/>500 sheets are actual price</p> |                     |                    |
| <u>Quantity</u>   | <u>8-1/2" x 11"</u>        | <u>Item Number</u>  |  |                     |                    |
| 500 sheets  | \$95.02                    | P3000               |  |                     |                    |
| 1,000 sheets  | \$103.58                   | P3000               |  |                     |                    |
| 2,000 sheets  | \$69.51                    | P3000               |  |                     |                    |
| 5,000 sheets  | \$49.07                    | P3000               |  |                     |                    |
| 10,000 sheets   | \$42.25                    | P3000               |  |                     |                    |
| LETTERHEAD - 100% Chlorine Free - White Rolland New Life - 20 lb.     |                            |                     |  |                     |                    |
| Gold for Courts Only), One Sided                                      |                            |                     | <p align="center"><b>PRICES ARE PER THOUSAND</b><br/>500 sheets are actual price</p> |                     |                    |
| <u>Quantity</u>   | <u>8-1/2" x 11"</u>        | <u>Item Number</u>  |  |                     |                    |
| 500 sheets  | \$95.35                    | P3022               |  |                     |                    |
| 1,000 sheets  | \$98.68                    | P3022               |  |                     |                    |
| 2,000 sheets  | \$62.43                    | P3022               |  |                     |                    |
| 5,000 sheets  | \$40.68                    | P3022               |  |                     |                    |
| 10,000 sheets   | \$33.42                    | P3022               |  |                     |                    |
| FORMS/MEMORANDUMS - 100% Chlorine Free Paper - 20 lb.                 |                            |                     |  |                     |                    |
| Item Number:  | One Sided White Bond Paper |                     | Two Sided White Bond Paper   |                     |                    |
|   | P3025                      | P3050               | Item Number:   | P3070               |                    |
| <u>Quantity</u>   | <u>8-1/2" x 5-1/2"</u>     | <u>8-1/2" x 11"</u> | <u>Quantity</u>  | <u>8-1/2" x 11"</u> |                    |
| 500 sheets  | \$54.56                    | \$49.16             | 500 sheets   | \$78.92             |                    |
| 1,000 sheets  | \$55.54                    | \$52.12             | 1,000 sheets   | \$82.27             |                    |
| 2,000 sheets  | \$34.90                    | \$37.64             | 2,000 sheets   | \$59.43             |                    |
| 5,000 sheets  | \$22.51                    | \$28.95             | 5,000 sheets   | \$49.61             |                    |
| 10,000 sheets   | \$18.38                    | \$26.06             | 10,000 sheets  | \$46.34             |                    |
| FORMS/MEMORANDUMS - 100% Chlorine Free Paper - 20 lb.                 |                            |                     |  |                     |                    |
| Item Number:  | One Sided Color Paper      |                     | <p align="center"><b>PRICES ARE PER THOUSAND</b><br/>500 sheets are actual price</p> |                     |                    |
|   | P3030                      | P3055               |  |                     |                    |
| <u>Quantity</u>   | <u>8-1/2" x 5-1/2"</u>     | <u>8-1/2" x 11"</u> |  |                     |                    |
| 500 sheets  | \$52.41                    | \$56.11             |  |                     |                    |
| 1,000 sheets  | \$54.10                    | \$59.21             |  |                     |                    |
| 2,000 sheets  | \$34.72                    | \$43.84             |  |                     |                    |
| 5,000 sheets  | \$23.09                    | \$34.63             |  |                     |                    |
| 10,000 sheets   | \$19.22                    | \$31.56             |  |                     |                    |
| FORMS/MEMORANDUMS - 100% Chlorine Free Paper - 20 lb.                 |                            |                     |  |                     |                    |
| Two Sided Color Paper   |                            |                     | <p align="center"><b>PRICES ARE PER THOUSAND</b><br/>500 sheets are actual price</p> |                     |                    |
| Item Number:  | P3074                      |                     |  |                     |                    |
| <u>Quantity</u>   | <u>8-1/2" x 11"</u>        |                     |  |                     |                    |
| 500 sheets  | \$76.03                    |                     |  |                     |                    |
| 1,000 sheets  | \$78.77                    |                     |  |                     |                    |
| 2,000 sheets  | \$59.70                    |                     |  |                     |                    |
| 5,000 sheets  | \$50.50                    |                     |  |                     |                    |
| 10,000 sheets   | \$47.42                    |                     |  |                     |                    |

**FORMS/MEMORANDUMS - 8 1/2" x 11 - 100% Chlorine Free Paper - 60 lb.**

**PRICES ARE PER THOUSAND**

|               | One Sided<br>White | One Sided<br>Color | Two Sided<br>White | Two Sided<br>Color | <b>PRICES ARE PER THOUSAND</b> |
|---------------|--------------------|--------------------|--------------------|--------------------|--------------------------------|
| Quantity      |                    |                    |                    |                    |                                |
| Item Number:  | P3100              | P3115              | P3130              | P3145              |                                |
| 500 sheets    | \$83.94            | \$83.94            | \$118.54           | \$118.54           |                                |
| 1,000 sheets  | \$90.66            | \$90.66            | \$125.24           | \$125.24           |                                |
| 2,000 sheets  | \$66.46            | \$66.46            | \$91.46            | \$91.46            |                                |
| 5,000 sheets  | \$51.95            | \$51.95            | \$76.94            | \$76.94            |                                |
| 10,000 sheets | \$47.10            | \$47.10            | \$72.11            | \$72.11            |                                |

**INDEX CARDS - 110 lb. All Colors**

|               | Two Sided - Black Ink |          |  | <b>PRICES ARE PER THOUSAND</b> |
|---------------|-----------------------|----------|--|--------------------------------|
| Item Number:  | P3230                 | P3240    |  |                                |
| Quantity      | 3" x 5"               | 4" x 6"  |  |                                |
| 500 sheets    | \$ 83.20              | \$ 86.54 |  |                                |
| 1,000 sheets  | \$ 86.79              | \$ 93.20 |  |                                |
| 2,000 sheets  | \$ 62.09              | \$ 68.49 |  |                                |
| 5,000 sheets  | \$ 50.90              | \$ 57.29 |  |                                |
| 10,000 sheets | \$ 47.17              | \$ 53.57 |  |                                |

**CARBONLESS BOND PRECOLLATED SETS - One Sided**

(8-1/2" x 11" Recycled, black ink, ONE sided, camera ready, same copy on each part).

| Item Number:  | P3305    | P3325     | P3340     | P3355     |
|---------------|----------|-----------|-----------|-----------|
| Quantity      | 2 part   | 3 part    | 4 part    | 5 part    |
| 500 sheets    | \$ 82.24 | \$ 105.48 | \$ 142.45 | \$ 170.29 |
| 1,000 sheets  | \$ 89.95 | \$ 143.32 | \$ 152.65 | \$ 179.28 |
| 2,000 sheets  | \$ 74.01 | \$ 109.16 | \$ 136.97 | \$ 163.77 |
| 5,000 sheets  | \$ 57.99 | \$ 88.63  | \$ 126.35 | \$ 154.45 |
| 10,000 sheets | \$ 54.76 | \$ 90.72  | \$ 123.25 | \$ 141.88 |

**CARBONLESS BOND PRECOLLATED SETS - Two Sided**

(8-1/2" x 11" Recycled, black ink, TWO sided, camera ready, same copy on each part).

| Item Number:  | P3385     | P3400     | P3415     |  |
|---------------|-----------|-----------|-----------|--|
| Quantity      | 2 part    | 3 part    | 4 part    |  |
| 500 sheets    | \$ 124.75 | \$ 140.88 | \$ 275.79 |  |
| 1,000 sheets  | \$ 146.91 | \$ 148.26 | \$ 310.03 |  |
| 2,000 sheets  | \$ 128.27 | \$ 133.24 | \$ 239.00 |  |
| 5,000 sheets  | \$ 117.09 | \$ 124.22 | \$ 230.17 |  |
| 10,000 sheets | \$ 113.36 | \$ 121.21 | \$ 215.58 |  |

**CARBONLESS BOND PRECOLLATED SETS**

(8-1/2" x 5-1/2" Recycled, black ink, ONE sided, camera ready, same copy on each part).

| Item Number:  | P3300    | P3320    | P3335    |  |
|---------------|----------|----------|----------|--|
| Quantity      | 2 part   | 3 part   | 4 part   |  |
| 500 sheets    | \$ 65.12 | \$ 85.18 | \$ 94.39 |  |
| 1,000 sheets  | \$ 68.54 | \$ 89.70 | \$ 99.36 |  |
| 2,000 sheets  | \$ 53.90 | \$ 74.21 | \$ 83.83 |  |
| 5,000 sheets  | \$ 45.11 | \$ 64.92 | \$ 75.26 |  |
| 10,000 sheets | \$ 41.96 | \$ 61.82 | \$ 74.19 |  |

**CARBONLESS BOND PRECOLLATED SETS**

(8-1/2" x 5-1/2" Recycled, black ink, TWO sided, camera ready, same copy on each part).

| Item Number:  | P3395    |
|---------------|----------|
| Quantity      | 3 part   |
| 500 sheets    | \$ 90.21 |
| 1,000 sheets  | \$ 94.95 |
| 2,000 sheets  | \$ 80.32 |
| 5,000 sheets  | \$ 71.53 |
| 10,000 sheets | \$ 68.61 |

| ADDITIONAL CHARGE FOR PRECOLLATED SETS (8-1/2" x 14") |   |          |                               |          |          |
|---|---|----------|-------------------------------|----------|----------|
| Item Number:  | P3317   | P3333    | P3348                         | P3358    | P3375    |
| Quantity  | 2 part  | 3 part   | 4 part                        | 5 part   | 6 part   |
| price per 1,000                                       | \$ 8.07   | \$ 12.08 | \$ 16.10                      | \$ 20.22 | \$ 24.17 |
| Color Collation For Standard Precollated Sets         |   |          |                               |          |          |
| 2 Part  | white, yellow   |          |                               |          |          |
| 3 Part  | white, yellow, pink                                     |          |                               |          |          |
| 4 Part  | white, yellow, pink, goldenrod                          |          |                               |          |          |
| 5 Part  | white, green, yellow, pink, goldenrod                   |          |                               |          |          |
| OPTIONAL FEATURES                                     |   |          |                               |          |          |
| Item Number   | Discription   | Cost     | Comment                       |          |          |
| P4100   | Numbering, crash on carbonless bond sets                | \$ 19.96 | Per 1000                      |          |          |
| P4120   | Padding, in units of 25, 50, or 100 with chipboard back | \$ 14.09 | Per 1000                      |          |          |
| P4140   | Composition/Graphic Design Services/Typesetting         | \$ 41.10 | per order                     |          |          |
| P4141   | Typesetting for Envelopes                               | \$ 17.10 | Per order                     |          |          |
| P4143   | PMS Ink or additional PMS Ink for Envelopes             | \$ 37.05 | Per order                     |          |          |
| P4135   | Colored ink instead of black                            | \$ 36.94 | Per run additional lot charge |          |          |
| P4130   | Drilling either standard three hole or two hole         | \$ 3.53  | Per 1000                      |          |          |
| P4105   | Folding   | \$ 23.48 | Per 1000                      |          |          |
| P4115   | Stapling  | \$ 4.10  | Per 1000                      |          |          |
| P4110   | Banding (lots of 25, 50 or 100)                         | \$ 0.17  | Per 1000                      |          |          |
| P4165   | Perforating   | \$ 11.74 | Per 1000                      |          |          |
| P4125   | Collating   | \$ 29.36 | Per 1000                      |          |          |