



Print On Demand Services

BLACK AND WHITE COPIES	SKU	RETAIL	CONTRACT PRICE
Single Sided 8.5x11	167060	\$.08	\$.026
Single Sided 8.5x14	167067	\$.08	\$.026
Single Sided 11x17	167074	\$.16	\$.054
Double Sided 8.5x11 (per side)	166955	\$.08	\$.026
Double Sided 8.5x14 (per side)	167039	\$.08	\$.026
Double Sided 11x17 (per side)	167053	\$.16	\$.053

COLOR COPIES	SKU	RETAIL	CONTRACT PRICE
Single Sided 8.5x11	166962	\$.89	\$.389
Single Sided 8.5x14	166990	\$.89	\$.389
Single Sided 11x17	166997	\$1.78	\$.819
Double Sided 8.5x11 (per side)	167102	\$.89	\$.389
Double Sided 8.5x14 (per side)	167109	\$.89	\$.389
Double Sided 11x17 (per side)	167116	\$1.78	\$.777

SPECIALTY / CUSTOM PRINT SERVICES	CONTRACT PRICE
CUSTOM PAPER STOCKS	.25% or greater off retail
CUSTOM PAPER SIZES	.25% or greater off retail
BINDING (Coil, Comb, or Tape)	.25% or greater off retail
SPECIALTY COVER STOCKS	.25% or greater off retail
NCR PAPER	.25% or greater off retail
LAMINATING	.25% or greater off retail
FOLDING	.25% or greater off retail
STAPLING	.25% or greater off retail
BANNERS	.25% or greater off retail
BLUEPRINTS	.25% or greater off retail
OVERSIZE	.25% or greater off retail
LARGE FORMAT	.25% or greater off retail

Pricing subject to change



STATE OF WASHINGTON

DEPARTMENT OF PRINTING

P.O. Box 798, Mail Stop 47100 • Olympia, Washington 98507-0798 • (360) 750-5555 • FAX (360) 586-8831

This notice is to announce an improvement in our billing service for the Western States Contracting Alliance (WSCA) Printing Service Contract.

Starting December 1, 2007 state and local governments using Office Depot as a contractor for the WSCA Printing Service Contract will start to receive invoices directly from Office Depot instead of the Department of Printing, the agency will also pay Office Depot direct. We believe this improvement will allow the customer a means to audit and track the contract usage faster and will allow direct contact with the vendor.

Agencies that who are currently using Office Depot as their contract vendor for the WSCA Printing Service Contract (outside of Thurston County), the Department of Printing will have Office Depot convert the account to reflect the billing change.

All new customers wanting to use Office Depot as a WSCA Printing Service contractor will be required to submit an A21-A form to the Department of Printing so we can verify and meet the statute requirements under RCW 43.78. Once the A21-A is received by the Department of Printing and the customer has selected Office Depot as their contractor; the Department of Printing will forward a copy of the A21-A and issue a Purchase Order to Office Depot. Office Depot will have five business days to contact the customer and setup an account. Office Depot shall issue a monthly invoice to the customer within 10 business days from the last day of the month and the agency will have 30 days to pay a correct invoice.

The Department of Printing will continue to manage and ensure the vendors is held accountable for all contract terms and conditions. In addition, Office Depot will provide the Department of Printing a monthly summary of the contract usage, from which the Department of Printing will select a number of invoices to audit.

The Department of Printing will expand this billing change to all other vendors listed on the WSCA Printing Service Contract, after Office Depot transition starts.

If you have any questions please call your Customer Service Representative or Jason Bippert at jason@prt.wa.gov or 360 570-5025.

Thank you