

Procedure Title:	Business Cards, Letterhead and Envelopes				
Procedure Number:	DHS-050-002-01	Version:	2.0	Effective Date:	04/08/2004

DHS Chief Administrative Officer

04/08/2004

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Requestor	<p>Determine the item(s) to be ordered and select the corresponding Word order form link below.</p> <ul style="list-style-type: none"> • DHS 0277, DHS Letterhead – Word • DHS 0278, DHS Envelopes – Word • DHS 0279, DHS Standard Business Cards – Word • DHS 0280, DHS Large Print Business Cards – Word <p>Follow the directions on the order form by filling out the information requested, including the Ship To address, Bill To address, and the additional billing information requested.</p> <p>Place a “reference number” for your request in the designated space on the letter of request. The reference number should be made from order preparation information:</p> <ul style="list-style-type: none"> • Date of order/time of day/program index/PCA numbers. <ul style="list-style-type: none"> • Example: 5/12/03/1:30/5555 <p>Fill out the Template Form with all information, as it should appear. Any special comments or instructions should be placed in the comment box at the bottom of the Template Form.</p> <p style="text-align: center;">DO NOT INCLUDE YOUR CREDIT CARD NUMBER ANYWHERE ON THE ORDER FORM.</p> <p>Save the file and send as a GroupWise (or other email) attachment to the following addresses:</p> <ul style="list-style-type: none"> • For business cards, envelopes and letterhead: <ul style="list-style-type: none"> • OCEPrintshop@oce.oregon.gov

2.	MyOrderDesk	MyOrderDesk will complete and ship all orders within 2 weeks. Once your order has been completed, you will receive an invoice for the work you requested.
3.	Requestor	Pay for the items ordered by contacting the MyOrderDesk Accounting Office, (503) 373-7604 ext. 256, and provide them with your office SPOTS VISA Card number.
4.	Publications and Design Section	The Publications and Design Section will manage the activities for obtaining business cards, letterhead and envelopes for The Department of Human Services.

Business Cards

Two styles are available:

- Standard business card with DHS mission statement or appointment backer.
- Large print business card with employee information on front and back.
- Minimum order is 250 (1 box).
- Allow 2 weeks for delivery.

Letterhead

- The style is the same for all letterhead although the DHS logo is optional.
- The minimum order is 1000 sheets (2 reams).
- Orders must be in multiples of 500 sheets (1 ream).
- Allow 2 weeks for delivery.

Envelopes

- The style is the same for all regular and window envelopes regardless of size.
- Courtesy, metered, and business reply have a separate template.
- The minimum order is 1000 envelopes (2 boxes).
- Orders must be in multiples of 500 envelopes (1 box).
- Allow 2 weeks for delivery.

Policy that applies:

[DHS-050-002, Business Cards, Letterhead & Envelopes Policy](#)

Form(s) that apply:

DHS 0277, Ordering DHS Letterhead – [Word](#)

DHS 0278, Ordering DHS Envelopes – [Word](#)

DHS 0279, Ordering DHS Standard Business Cards – [Word](#)

DHS 0280, Ordering DHS Large Print Business Cards – [Word](#)

Contact(s):

Name: Business Cards, Envelopes and Letterhead – MyOrderDesk; **Phone:** (503) 373-0148; **Fax:** (503) 373-7078; **Email:** oceprintshop@oce.oregon.gov

Name: DHS | OHA Publications and Design Section Director; Nicholas Kern; **Phone:** 503-269-7190; **Email:** nicholas.m.kern@state.or.us

Procedure History:

- **Version 2.0:**

- 11/9/2010 - Administrative Corrections to address contact information and office name changes.
- 04/01/2010 - Administrative Corrections to address contact information and office name change from Office of Document Management (ODM) to Office of Communications Resources (Publications and Design Section).
- 04/08/2004 - This revision removes ODM from the process of ordering cards, letterhead and envelopes and enables DHS staff/offices to submit requests directly to the contractor and pay for these goods and services with VISA cards.

- **Version 1.0:**

- 04/02/2002 - Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

