This Master Agreement has been established to provide Print Services previously provided by Central Printing.

**Provider Contact Information**

Provider: The CopyCenterPlus

Provider Contacts: Peter McCarthy or Carla Furrow

Address: 179 State Street, Augusta, ME 04330

Telephone: 623-1452

Email: stateprinting@thecopycenterplus.com

**Guidelines for Printing Volumes**

1. Printing **Black & White** (Up to and including):
	1. 1 to 5,000 copies single sided
	2. 1 to 2,500 copies double sided
	3. 1 to 1,500 copies of multiple page documents
2. Printing in **Color** (Up to and including):
	1. 1 to 1,500 total copies
3. Carbonless (Up to and including):
	1. 500 sets of 2-part & 3-part

*Please note: Printing projects exceeding the above maximum thresholds will be competitively bid through the Division of Purchases on an individual basis and are not included in this contract.*

**Placing Orders**

**The CopyCenterPlus** will provide a print request formsimilar to the one used for Central Print service requests.  Agencies can expect delivery of these forms as part of the pickup and delivery process, and may request the forms as needed.  This form will be used to request services, confirm delivery, support invoicing, and indicate if copies must also be produced and delivered to the Maine State Library.

Print jobs may be routed to **The CopyCenterPlus** using any of the methods detailed below:

* **Walk-In request**.  Authorized requestors may hand deliver print requests to **The CopyCenterPlus** office located at 179 State Street (across from Bay Wraps).
* **Email request**.  Authorized requestors may email the requested print materials directly to **The CopyCenterPlus** by using this email address: **stateprinting@thecopycenterplus.com**
* **The CopyCenterPlus** will pick up and deliver print jobs consistent with the prior agency pickup and delivery route established by Central Printing. Contact **The CopyCenterPlus** if you have questions on pick-up and delivery times and locations.
* Rush requests will be completed consistent with the prior process.  **The CopyCenterPlus** will pick up the print job and deliver when completed.

**Billing and Invoicing**

Agencies will be required to use one of the following methods to pay invoices:

* Agencies can create a **Delivery Order (DO)** against the Master Agreement in AdvantageME to pay for invoices received under this master agreement, or;
* Use a **Procurement Card (P-Card)** at the time of service.