



(These specifications should not be changed without permission of the Motor Vehicle Commission, Forms Control Unit (609) 204-3680)

FORM NUMBER: BA-300 (R8/20)

DATE: December 4, 2024

FORM TITLE: Universal Registration Form

QUANTITY: 2,000,000 (No over runs or under runs)

PAPER STOCK: White – 28lb., 96 Bright. Must be precision cut, any other variation is not acceptable. Each sheet is printed 1 up. No bleeds.

SIZES: 8 1/2" x 11" - (No Variations)

CONSTRUCTION: 8 1/2" X 11" precision cut sheet perforated in two (2) positions horizontally across the 8 1/2" way with a clean cut micro line-perforation. The positions of the perforations are 3 11/16" from the top and 3 7/16" from the bottom. Perforations must be sharp and clean leaving a smooth paper surface to eliminate any possible paper drag during processing. The vendor also must guarantee that the perforating strength will be sufficient to prevent the form from falling apart during the processing operation, and yet separate easily after processing.

LAYOUT AND DESIGN: Vendor will be provided with rough layout of form.

PRINTING QUALITY AND REGISTRATION ARE VERY CRITICAL. VENDOR MUST GUARANTEE INK SHADE AND PRINTING REGISTRATION WILL BE CONSISTENT THROUGHOUT THE ENTIRE ORDER.

NUMBERING: The form must be consecutively numbered in accurate sequence in 3 positions with the same number, 3/16" high, in black ink – heat resistance on the face. Contractor must guarantee consecutive numbering, no missing, duplicate, or unaligned numbers will be allowed. A bar code (3 of 9) must be displayed on all registration forms in heat resistant black ink, centered vertically and to the right on the bottom section of each form. The bar code must correspond to the number on the form.

NUMBERING SERIES: Starting number – 205059257 - Ending number – 20709250 - Black Ink - Heat Resistance

BAR CODE: A Bar Code 3 of 9 will be displayed on all registrations in Black Ink.

INK COLORS: PMS-655 Blue and PMS-427 Light Grey Inks - Heat Resistance as per attachment "Sample," the face will require printing in two (2) PMS color inks (PMS-655 Blue and PMS-427 Light Grey) and the area where the colors appear is to be coated with transparent fluorescent invisible ink that will allow detection of tampering when viewed under a Black light. Back to be printed in Black ink.

PRINTER'S PROOFS: Proofs must be submitted to: Motor Vehicle Commission, Forms Control Unit, via e-mail to MVCPrintingServices@mvc.nj.gov. Proofs must be submitted ten (10) days after receipt of purchase order.

PACKAGING: Each carton must be affixed with a label printed in 96-point size type in Black Ink of the form number of the document contained. This label must be placed as close as possible to the label indicated below. Shrink wrap 250 sheets per package (numbers face up) with a stiff piece of chipboard on the top and bottom to prevent the forms from curling. Packages to be re-packed into cartons containing equal quantities, air tight, fillers acceptable. Each carton must be clearly labeled on visible end side showing: form number, quantity, numbering series contained, name of vendor a three of nine (3 of 9) barcode and the purchase order (PO) number. Also each pack must be labeled with the beginning and ending numbers of the forms contained within. Cartons must be palletized on skids in numerical sequence with lowest number carton on top and highest on bottom of skid. Palletize with standard notched four-way entry, double face, flush type - 40" wide by 48" deep. Pallets must be secured with stretch wrap.

DELIVERY DATE: On or before March 1, 2025. If the vendor cannot meet the delivery date(s) as specified, a deduction of five percent (.05) will be made from the purchase price for every working day the order is delayed. The New Jersey Motor Vehicle Commission may waive such penalty on submission of proof of a reasonable cause for the delay.

DELIVERY PLACE: Price must include delivery to the warehouse of the New Jersey Motor Vehicle Commission, 1600 North Olden Avenue, Ewing, New Jersey 08638. Deliveries will be accepted Monday thru Friday (except holidays) between the hours of 7:30 a.m. to 3:30 p.m. **DELIVERIES WILL NOT BE ACCEPTED AFTER 3:30 P.M.**

VENDOR'S RESPONSIBILITY

All waste and spoilage generated during the manufacturing process shall be accumulated and destroyed at the end of each day.

REJECTION OF DELIVERY

Failure to comply with any of the above specifications may result in rejection of delivery or deduction from vendor's invoice price of the cost of repacking, or of adjusting any other deviation.

APPROVED BY:

John F.
Sanchez

Digitally signed by John F.
Sanchez
Date: 2024.12.04
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