

PRINTING AND MAILING SAMPLE JOB SPECIFICATIONS (TAXATION) T0764

Item 1: Sales and Use Tax EZ Mailing

Quantity: Approximately 600 weekly
Frequency: Weekly
Proofs: Required before printing

Component 1: Personalized Letter containing variable information
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 1 side
Black ink, 1/0
*Sample 1

Component 2: Generic Worksheet
25 ½ x 11
60# white offset smooth, brightness = 94
Printed 1 side
Black ink, 1/0
Folded
*Sample 1A

Component 3: Instructions
25½ " x 11", folded in thirds to 8.5" x 11" and then
folded in thirds again to fit into a #10 envelope.
60# white offset smooth, brightness = 94
Printed all sides
Black ink, 1/1
Folded
*Sample 1B

Component 4: #10 white wove #24, window envelope
Black ink, 1/0

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **two (2) days** of receipt of file which will be available each Friday.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 2: *Streamline Sales Mailing*

Quantity: Approximately 1-100 weekly
Frequency: Weekly
Proofs: Required before printing

Component 1: Personalized Letter containing variable information
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 1 side
 Black ink, 1/0
 *Sample 2

Component 2: Generic Worksheet
 25 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 2 sides
 Black ink, 1/1
 Folded
 Sample 2A

Component 3: Instructions
 25 ½ x 11, folded in thirds to 8 1/2 x 11 and then folded
 in thirds again to fit into a #10 envelope.
 60# white offset smooth, brightness = 94
 Printed all sides
 Black ink, 1/1
 Folded
 *Sample 2B

Component 4: #10 white wove #24, window envelope
 Black ink, 1/0

Fold and insert item into white wove window envelope and mail per first-class presorted mail regulations within **two (2) days** of receipt of file which will be available each Friday.

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Item 3: *Employer Mailing*

Quantity: Approximately 800 weekly
Frequency: Weekly
Proofs: Required before printing

Component 1: Personalized Letter
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 2 sides
Black ink, 1/1
*Sample 3

Component 2: #10 white wove #24, window envelope
Black ink, 1/0

Fold and insert item into white wove window envelope and mail per first-class presorted mail regulations within **two (2) days** of receipt of file which will be available each Friday.

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Line Item 4: UEZ Mailing

Quantity: Approximately 5 weekly
Frequency: Weekly
Proofs: Required before printing

Component 1: Personalized Letter
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 2 sides
Black ink, 1/1
*Sample 4

Component 2: #10 white wove #24, window envelope
Black ink

Fold and insert item into white wove window envelope and mail per first-class presorted mail regulations within **two (2) days** of receipt of file which will be available each Friday.

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Item 5: AC Lux Mailing

Quantity: Approximately 10 weekly
Frequency: Weekly
Proofs: Required before printing

Component 1: Personalized Letter
8 ½ x 11
Printed 2 sides
Black ink, 1/1
*Sample 5

Component 2: Generic Worksheet
25 1/2 x 11
60# white offset smooth, brightness = 94
Printed 2 sides
Black ink, 1/1
Folded
*Sample 5A

Component 3: Instructions
25 1/2 x 11, folded in thirds to 8 1/2 x 11 and then folded
in thirds again to fit into a #10 envelope.
60# white offset smooth, brightness = 94
Printed all sides
Black ink, 1/1
Folded
*Sample 5B

Component 4: #10 white wove #24, window envelope
Black ink, 1/0

Fold and insert item into white wove window envelope and mail per first-class presorted mail regulations within **two (2) days** of receipt of file which will be available each Friday.

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Item 6: *Salem County Mailing*

Quantity: Approximately 10 weekly
Frequency: Weekly
Proofs: Required before printing

Component 1: Personalized Letter
 8 ½ x 11
 Printed 2 sides
 Black ink, 1/1
 *Sample 6

Component 2: Generic Worksheet
 25 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 2 sides
 Black ink, 1/1
 Folded
 *Sample 6A

Component 3: #10 white wove #24, window envelope
 Black ink, 1/0

Fold and insert item into white wove window envelope and mail per first-class presorted mail regulations within **two (2) days** of receipt of file which will be available each Friday.

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MONTHLY MAILINGS

Total of all Monthly Mailings is approximately 2,000 total

Item 7: *Corporation Tax Mailing*

Quantity: Varies, part of the 2,000 total
Frequency: Monthly
Proofs: Required before printing

Component 1: Personalized Letter
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 1 side

Black ink, 1/0
*Sample 7

Component 2: #10 white wove, #24 window envelope
Black ink, 1/0

Fold and insert item into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file which will be available on last Friday of each month.

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Item 8: *Cosmetic Medical Procedures Mailing*

Quantity: Part of the 2,000 total
Frequency: Monthly
Proofs: Required before printing

Component 1: Personalized Letter
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 2 sides
 Black ink, 1/1
 *Sample 8

Component 2: Generic Worksheet
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 1 side
 Black ink, 1/0
 Folded
 *Sample 8A

Component 3: Instructions
 11 x 17, folded to fit into a #10 envelope.
 60# white offset smooth, brightness = 94
 Printed all sides
 Black ink, 1/1
 Folded
 *Sample 8B

Component 4: #10 white wove #24, window envelope
 Black ink, 1/0

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file which will be available on last Friday of each month.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 9: Domestic Security Fee Mailing

Quantity: Part of the 2,000 total
Frequency: Monthly
Proofs: Required before printing

Component 1: Personalized Letter
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 2 sides
Black ink, 1/1
*Sample 9

Component 2: Generic Worksheet
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 1 side
Black ink, 1/0
Folded
*Sample 9A

Component 3: Instructions
11 x 17, folded to fit into a #10 envelope.
60# white offset smooth, brightness = 94
Printed all sides
Black ink, 1/1
Folded
*Sample 9B

Component 4: #10 white wove #24, window envelope
Black ink, 1/0

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file which will be available on last Friday of each month.

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Item 10: *Motor Vehicle Fee Mailing*

Quantity: Part of the 2,000 total
Frequency: Monthly
Proofs: Required before printing

Component 1: Personalized Letter
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 2 sides
 Black ink, 1/1
 *Sample 10

Component 2: Generic Worksheet
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 1 side
 Black ink, 1/0
 Folded
 *Sample 10A

Component 3: Instructions
 11 x 17, folded to fit into a #10 envelope.
 60# white offset smooth, brightness = 94
 Printed all sides
 Black ink, 1/1
 Folded
 *Sample 10B

Component 4: #10 white wove #24, window envelope
 Black ink, 1/0

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file which will be available on last Friday of each month.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 11: *Emergency Response Fee Mailing*

Quantity: Part of the 2,000 total
Frequency: Monthly
Proofs: Required before printing

Component 1: Personalized Letter
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 1 side
 Black ink, 1/0
 *Sample 11

Component 2: Generic Worksheet
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 1 side
 Black ink, 1/0
 Folded
 *Sample 11A

Component 3: Instructions
 11 x 17, folded to fit into a #10 envelope.
 60# white offset smooth, brightness = 94
 Printed all sides
 Black ink, 1/1
 Folded
 *Sample 11B

Component 4: #10 white wove #24, window envelope
 Black ink, 1/0

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file which will be available on last Friday of each month.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 12: *Recycling Fee Mailing*

Quantity: Part of the 2,000 total
Frequency: Monthly
Proofs: Required before printing

Component 1: Personalized Letter

8 ½ x 11
60# white offset smooth, brightness = 94
Printed 1 side
Black ink, 1/0
*Sample 12

Component 2: Generic Worksheet
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 1 side
Black ink, 1/0
Folded
*Sample 12A

Component 3: Instructions
11 x 17, folded to fit into a #10 envelope.
60# white offset smooth, brightness = 94
Printed all sides
Black ink, 1/1
Folded
*Sample 12B

Component 4: #10 white wove #24, window envelope
Black ink

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file which will be available on last Friday of each month.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 13: Motorsport Fee Mailing

Quantity: Part of the 2,000 total
Frequency: Monthly
Proofs: Required before printing

Component 1: Personalized Letter
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 1side
Black ink, 1/0
*Sample 13

- Component 2: Generic Worksheet
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 1side
 Black ink, 1/0
 Folded
 *Sample 13A
- Component 3: Instructions
 11 x 17, folded to fit into a #10 envelope.
 60# white offset smooth, brightness = 94
 Printed all sides
 Black ink, 1/1
 Folded
 *Sample 13B
- Component 4: #10 white wove #24, window envelope
 Black ink

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file which will be available on last Friday of each month.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 14: Nursing Home Assessment Mailing

Quantity: Part of the 2,000 total
 Frequency: Monthly

- Component 1: Cover Letter
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 1side
 Black ink, 1/0
 *Sample 14
- Component 2: #10 white wove #24, window envelope
 Black ink, 1/0

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **two (2) days** of receipt of file.

*Proofs must be provided to Department of Taxation for approval before production can begin.

YEARLY MAILINGS

Item 15: ST-18B Mailing

Quantity: Approximately 30,000 Yearly
Frequency: Yearly
Proofs: Required before printing

Component 1: Personalized Return with variable information
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 2 sides
Black ink, 1/1
Perforations 3 1/2" from bottom edge
*Sample 15

Component 2: #10 white wove #24, window envelope
Black ink, 1/0

Component 3: #9 colored return envelope
Black ink, 1/0
Diagonal Seam (no other seam acceptable)

Component 4: Provide Programming Services: Data provided must be reformatted into a scan line using Check Digit Algorithm (1, 3, 7, MOD 10)

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 16: Tobacco Product Mailing

Quantity: Approximately 700 - 1,000 Yearly
Frequency: Yearly
Proofs: Required before printing

- Component 1: Personalized Return with variable information
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed sides
 Black ink, 1/1
 *Sample 16
- Component 2: Instruction Sheet
 8 ½ x 11
 60# white offset smooth, brightness = 94
 Printed 1side
 Black Ink, 1/0
 *Sample 16A
- Component 3: Schedules
 60# white offset smooth, brightness = 94
 22 pages (1– 8 ½ x 11 sheet printed on 2 sides = 2 pgs.)
 8 ½ x 11
 Black Ink, 1/1
 *Sample 16B
- Component 4: 9 x 12 mailing envelope
 Open end
 White
 Black ink, 1/0
- Component 5: #9 BRE colored return envelope (12 per taxpayer) (any stock color)
 Black ink, 1/0
 Diagonal Seam (no other seam acceptable)

MATCH mail letter with envelope, and insert all items into mailing envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 17: Accelerated Payer

Quantity: Approximately 5,000 Yearly
 Frequency: Yearly
 Proofs: Required before printing

Component 1: Personalized Return with variable information

8 ½ x 11
60# white offset smooth, brightness = 94
Printed 1 side
Black ink, 1/0
*Sample 17

Component 2: #10 white wove #24, window envelope
Black ink, 1/0

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 18: *Litter Fee Mailing*

Quantity: Approximately 20,000 Yearly
Frequency: Yearly
Proofs: Required before printing

Component 1: Personalized Return with variable information
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 1 side
Black ink, 1/1
Perforations 3 ¾" from top edge
*Sample 18

Component 2: #10 white wove #24, window envelope
Black ink, 1/0

Component 3: #9 colored return envelope
Black ink, 1/0
Diagonal Seam (no other seam acceptable)

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **five (5) days** of receipt of file.

*Proofs must be provided to Department of Taxation for approval before production can begin.

Item 19: NJ-W-3 Mailing

Quantity: Approximately 200,000 Yearly
Frequency: Yearly
Proofs: Required before printing

Component 1: Personalized Return with variable information
8 ½ x 11
White Stock 60# 3.5" perforated paper
Laser print duplex 2 colors with drop out highlight
Black and Highlight color, 2/2
Perforations 3 1/2" from bottom edge
*Sample 19

FULL COLOR TEST SAMPLES (approximately 50), perforated, must be supplied prior to full production for testing of ink and scan line placement/calculation.

Component 2: 200,000
#10 white wove #24, window envelope
Black ink, 1/0

Component 3: 200,000
#9 BRE blue open window envelope
Black ink, 1/1
Diagonal Seam (no other seam acceptable)

Component 4: Provide programming services in order to create Julian post net barcode. In addition, vendor must create and calculate 28 digit scan line ½ inch from bottom margin from data files supplied utilizing Check Digit Algorithm (1, 3, 7 MOD 10).

Component 5: Laser Duplex, 2 colors, 2/1
2nd color must be drop out highlight color

Component 6: NCOA processing

*Proofs must be provided, in addition to test samples, for approval prior to production.

Fold and insert all items into white wove window envelope and mail per first-class presorted mail regulations within **seven (7) days** of approval of proofs.

Line Item 20:

Cigarette Internet Mailing

Quantity: 1,000
Frequency: As needed
Proofs: Required before printing

Component 1: Personalized Return with variable information and variable number of pages (intelligent printing)
The detail pages should be numbered (1 of xx, 2 of xx, etc)
8 ½ x 11
60# white offset smooth, brightness = 94
Printed 1 side
Black ink, 1/0
Perforated 3 ½ inches from bottom
*Sample 20

Data: The file will be provided as a Comma Separated File (CSV) file. All necessary data will be provided, no calculations will be required. See data file layout.
*Sample 20A

Component 2: #9 BRE return envelope
Black Ink, 1/0
Diagonal Seam (no other seam acceptable)

Component 3: #10 white wove #24, window envelope or 9x12; depending on how many sheets in the packet. Either envelope used will print Black ink, 1/0

*Proofs must be provided to Department of Taxation for approval before production can begin.

Line Item 21:

Deficiency / Delinquent Outreach Mailing

Quantity: Approximately 700,000
Frequency: As needed
Proofs: Required before printing

Component 1: Personalized Letter

Letter 1/1 on 8.5 x 14, #60 white paper
Printed 2 sides
Black with 1 color, 1/1
On front page, the type is portrait oriented
On back page of letter, the type is landscape oriented
*Sample 21A

Component 2: Personalized Letter w/ Voucher

Letter 8 ½ X 14
Laser print duplex black with highlight color over black,
2/1
On front page, the type is portrait oriented
On back page of letter, the type is landscape oriented
Perforation 3 ½ inches from both

*Sample 21B

Component 3: #10 white wove #24, window envelope

Quantity: 700,000
Black & Color / Black, 2/1

Component 4: #9 BRE 24#, Standard Color

Quantity: 300,000
Black Ink, 1/1
Diagonal Seam (no other seam acceptable)

Component 5: Provide programming services in order to create and calculate 28 digit scan line ½ inch from bottom margin from data files supplied utilizing Check Digit Algorithm (1, 3, 7 MOD 10).

NCOA File
Data Processing
Inkjet OSE
Fold, insert, sort and mail