# Louisiana Department of Wildlife and Fisheries Specifications for Commercial Dealer Receipt Forms

### SIZE:

8 ½ X 11 5/8; 3-part snapset, printed portrait, bottom stub, tear-down to 8 ½ X 11

### STOCK:

Part 1: 26# Carbonless Paper CB – White (Page 1 - Department Copy) Part 2: 15# Carbonless Paper CFB – Pink (Page 2 - Dealer Copy)

Part 3: 15# Carbonless Paper CF – Yellow (Page 3 - Fisherman Copy)

Part 1 (Department Copy) only will be scanned and therefore must have Optical Character Recognition (OCR) characteristics including reflectance of not less than 70% Magnesium Oxide, foreign matter not to exceed 10 PPM, capacity not less than 60%, and rag content less than 25%. Paper that is highly oil or grease resistant is unacceptable. Paper should be resistant to curl.

### INK:

Form shall include both black ink and Flint OCR red, J6983 dropout colored ink. OCR acceptable inks are to be Flint Ink Corp. or equal*.* Any of the following dropout inks or equal colors can be used on any of the forms (only one dropout color should be used on all forms).

Documents shall be processed on a high speed scanner. Imaging software must have a red dropout. Inks must be guaranteed to work with the scanning equipment and software successfully.

### PERFORATIONS:

Perforation on Part 1 (bottom stub) must be clean edge micro-perforated for easy tear, leaving a sharp, smooth edge.

### NUMBERING:

Forms are to be sequentially numbered with a seven digit number (six plus a Mod 10 check digit, see page 3). The agency contact will provide the beginning number when the order is placed. (Please confirm the beginning number with the agency contact before printing). A list of all missing, damaged and/or destroyed ticket numbers should be provided at the time of delivery. Any unacceptable tickets will be sent back for replacements.

### FORM NUMBERS:

Form numbers are 677, 876, 975. Additional form numbers may be added as needed if the sequential numbering reaches its maximum.

### PROOF:

The Contractor is to provide color separated, camera ready proofs (hard copies required prior to first print job) to LDWF, Attn: Vincent Cefalu. Proofs are to be provided within 1 week after receipt of purchase order. Agency will return proofs within 5 business days of receipt.

The attached forms may be used as an example (each form has a different layout).

**Agency Contact:** Vincent Cefalu, Annex 44 LDWF

2000 Quail Drive

Baton Rouge, LA 70891 Phone: (225) 765-2394

* 1. ail: vcefalu@wlf.la.gov

### DIGITAL COPIES:

Digital copies must be provided upon completion of each order.

### CREATING AND EDITING FORMS:

Contractor shall create or modify Dealer Receipt forms as needed. Convert existing paper forms to electronic forms for editing.

### No modification is to be made to the forms without prior approval from the Louisiana Department of Wildlife and Fisheries.

**PACKAGING:**

Forms are to be packaged 250 per pack, four packs per box, for a total of 1,000) per box. Each pack (and box) is to be labeled with the beginning and ending number of the packaged forms. Each case (box and forms) should not exceed 35 pounds shipping weight. Each box should be labeled according to order (Box 1 of 5, Box 2 of 5, etc.)

### SHIPPING:

Any packages/contents that are damaged prior to delivery will be the responsibility of the vendor.

### It is understood that all copies (new or modified) are the possession of the Louisiana Department of Wildlife and Fisheries.

**EXEC10 EXAMPLE:**

EXEC10 derives the modulus – 10 check digit, using the following algorithm:

Assume here that current source data is the numeric value 1734284 (the rightmost 4 is the entered self-checking digit, not part of the base number).

* + 1. Multiply the units position of the base number of source data by 2, and multiply every alternate position, moving right to left, by 2.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 7 | 3 | 4 | 2 | 8 | 4 (self-checking digit) |
|  | x2 |  | x2 |  | x2 |  |
|  | 14 |  | 8 |  | 16 |  |

* + 1. Add the digits of the products to the digits of the base number that were not multiplied by 2:

1+1+4+3+8+2+1+6=26

* + 1. Subtract the sum of the next highest number ending in 0 to get the self- checking digit. (If the difference is 10, 0 is used.)

30

-26

4

The resulting digit is compared with the input check digit. The status is set to 0 if the two match and 1 if they do not match.