



# Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611

November 28, 2001

## Registration and Title Bulletin # 157-01

**TO:** All County Tax Assessor-Collectors

**SUBJECT:** Document Print Quality

### PURPOSE

To stress the importance of producing documents with the best print quality possible.

### BACKGROUND

Registration and Title Bulletin # 94-00, dated October 3, 2000, requested your assistance to improve the microfilming process. At that time, we requested that you monitor and rotate your stock of printer cartridges to ensure the highest print quality.

Registration and Title Bulletin # 137-01, dated October 2, 2001, requested you discontinue use of highlighters on original documents as highlighted areas cause legibility problems when the documents are microfilmed.

### DETAILS

The department continues to receive documents that are difficult to read. This causes the microfilm vendor to have problems scanning the information. Potential causes are:

- Not changing toner cartridges - affects RTS receipt.
- Originals not in dark ink - 130-U application.
- Highlighted fields on originals - 130-U application.
- Poor quality originals.

Attached are examples of Title Receipts received by the department.

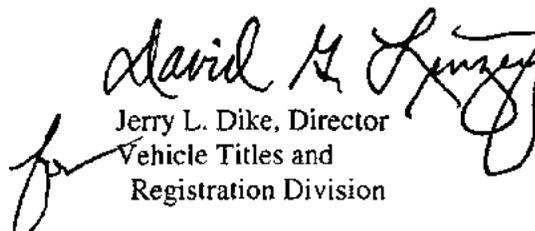
### ACTIONS

We again respectfully urge you to monitor the print quality and to replace the cartridges when necessary to ensure the highest print quality. The average shelf life for a laser toner cartridge is 2 ½ years. However, once the light protective foil bag has been opened, the average shelf life is only 6 months. Please be sure to monitor and rotate your stock to ensure that the laser toner cartridges do not exceed their shelf life.

### CONTACT(S)

If you have any questions or need additional information, please contact your local VTR Regional Office. Thank you very much.

Sincerely,

  
Jerry L. Dike, Director  
Vehicle Titles and  
Registration Division

JLD:jg

Attachment

cc: VTR Administration