

Specifications for: Envelope 2 For poll books Rev. 4/06

Must be printed in accordance with the following specifications and conditions:

PAPER: 20# brown kraft envelope

SIZE: 12 x 18 x 4"

STYLE: Catalog envelopes with 4" gusset with peel n seal.

INK: Black

PRINT: One side. Vendor must print from top edge of envelope, centering text across 18" flap edge of envelope.

ARTWORK: Artwork is attached.

LOGO: No manufacturer's logo is to be printed on forms.

PACKAGING: Boxed in multiples of 250 or less and labeled:
Envelope 2

2

ALL LOCALITIES ENCLOSE . . .

- OFFICER OF ELECTION OATH FORM
- POLLBOOK [ALL DIVISIONS]
- POLLBOOK COUNT FORM(S)
- STATEMENT OF RESULTS [TWO (2) COPIES]
- WRITE-INS CERTIFICATION [TWO (2) COPIES]
[REQUIRED WHEN WRITE-INS ARE CAST EITHER ON PAPER BALLOTS OR ON VOTING SYSTEMS THAT DO NOT INCLUDE ON THE RESULTS TAPES BOTH THE NAMES WRITTEN IN AND THE VOTES CAST FOR EACH]
- INCIDENT REPORT [IF USED]
- BALLOT RECORD REPORT

INSTRUCTIONS TO OFFICERS OF ELECTION:

- SEAL THIS ENVELOPE WITH LABEL
- Two OFFICERS VERIFYING CONTENTS **MUST** SIGN AND DATE LABEL

Election Date: _____

City OR
County OR Town: _____

Precinct: _____

District: _____
ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DIST

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION . . .

GIVE THIS ENVELOPE TO THE ELECTORAL BOARD FOR THE CANVASS

**AFTER EXPIRATION OF CONTEST OR
RECOUNT PERIOD, WITH NEITHER
PENDING . . .**

DELIVER TO REGISTRAR:

- OATH FORMS
- POLLBOOKS
- POLLBOOK COUNT FORMS

RETENTION OF REMAINING ITEMS . . .

Two (2) YEARS

DISPOSITION OF ITEMS RETAINED . . .

DESTROY