

School and Village Election Production Form: Page 1 of 2



1525 Emerson Street, Rochester, New York 14606
phnix@phoenix-graphics.com
1-800-262-3202 / (585) 232-4040 phone
(585) 232-5642 fax

In our continuing efforts to provide you with the best quality service and products available, we are supplying you with this 2-page form to better help us help you. As always, if you have any questions or would prefer to speak with someone to place your order directly, do not hesitate to contact us.

Contact Information:

Name: _____ Email: _____

School or Village: _____

Billing Address: _____

Shipping Address (if different from Billing): _____

Phone#: _____ FAX#: _____

Which County is your municipality located in? _____

Will the County BOE be involved in this election? Yes No *Scannable Ballots will ship to the County Board of Elections unless otherwise directed.*

What is the date of your election? _____

What type of election day ballots will be required?

- Scannable election day ballots - Stubbed & Sequenced (contact your Board of Elections)
- Scannable election day ballots - No Stub (contact your Board of Elections)
- Non-scannable stubbed election day look-alike ballots
- Generic stubbed paper ballots

How many election day ballots do you require us to print? _____

Do you require sample ballots? Yes No If so, how many? _____

Do you require test ballots? Yes No If so, how many? _____

Additional Information:

Please continue to the second page

We Have Printed Over 150 Million Ballots – You Are in Good Hands!

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Are we to create absentee ballots for this election? Yes No

If so, what type of absentee ballots will be required?

- Scannable absentee ballots (contact your Board of Elections)
- Non-scannable election day look-alike absentee ballots
- Generic paper absentee ballots

How many absentee ballots do you require us to print? _____

If Phoenix Graphics is creating non-scannable or generic ballots, please fill out the information below:

If you answered yes to the creation of absentee ballots (non-scannable), please submit your offices, candidates, and proposals or referendums by email or fax. We have also provided the form below to fill out if this is your preferred option. Indicate any offices that are running in the order that you would like them to appear. Also include any term limits and the appropriate "vote for" with each office. When submitting the candidates in draw order, please supply their party names and independent symbol descriptions if necessary (or attach the actual artwork if required).

OFFICE	TERM	VOTE FOR	CANDIDATE	PARTY	SYMBOL

Are there any proposals or referendums? Yes No

If so, please attach, fax or submit them here formatted as questions.

If you require anything we have not mentioned here, please contact us. Thank you.

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FAQs & Definitions

We understand the electronic voting process can be complex. You may have a lot of questions about procedures and different projects than what you are used to. We have compiled a list of answers to common questions and definitions of projects below.



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What does it mean by “type of” election day ballot?

Choosing a **stubbed ballot** allows your ballots to be bound in booklets, with sequential numbering for easy accounting and tracking. While we recommend using a stub for your scannable ballots like we use for New York State Elections, if you choose we can print them unbound without a stub.

If you have an electronic voting system with scanner, your ballot(s) will be created electronically by your County’s Board of Elections. Your County Board will supply Phoenix Graphics with ballot file(s) that we can print for you. Your County Board can answer any questions about the electronic ballot process for you.

What are Sample Ballots and Test Ballots? What is the difference?

Sample Ballots are simply 11 x 17-inch “posters” of your ballot(s). They are displayed at poll sites for voters to reference before they cast their votes. They are not required, but do supply your voters and poll site workers with a helpful visual reference.

Test Ballots are used by your County Board of Elections to check the logic and accuracy of the programming prior to the Election. The cost for Sample and Test Ballots is the same per piece as the Live Ballots.