

# INFO ABOUT ELECTION SUPPLIES/BALLOTS

## SUPPLIES

ITEM	PRICE
Ballot Boxes (Cardboard)	\$8.50
Polling Booths (Cardboard)	\$6.00
Paper Ballot Box Seals (required: 2 seals per box)	\$0.70
Metal Ballot Box Seals	\$1.00
Visually Impaired Voters Template	\$5.50

SHIPPING AND HANDLING CHARGES	PRICE PER ORDER
Orders containing ballot boxes and/or polling booths	\$35.00 (min)*
Orders containing paper or metal seals only	\$25.00 (min)*
Orders picked up at the SUMA office	\$15.00
<p>*When actual shipping charges are higher than the minimum, the higher amount will be charged.</p> <p>Orders are sent via Canada Post (2-day shipping). If required sooner, call us to see if next-day service is available and the price.</p> <p>Orders containing large quantities of ballot boxes/polling booths will be shipped via alternate courier.</p> <p>Applicable taxes will be added. An invoice will be sent by email.</p>	

## BALLOTS

	PRICE
<b>Ballots</b> <i>(Sold in packages of 50)</i> <ul style="list-style-type: none"> <li>50 to 1,000 ballots</li> <li>1,001 - 2,500 ballots</li> <li>2,501 - 10,000 ballots</li> <li>10,001 + ballots</li> </ul>	34¢ each 32¢ each 29¢ each <i>Contact SUMA</i>
<b>Visually Impaired Voters Template</b> <ul style="list-style-type: none"> <li>1 - 9 candidates</li> <li>10+ candidates</li> </ul>	\$5.50 each <i>Contact SUMA</i>
<b>Shipping and Handling Charges</b> <ul style="list-style-type: none"> <li>Expedited shipping (Canada Post 2 days)</li> <li>Orders picked up at SUMA Office</li> </ul>	\$35.00 (min)* \$15.00
<p>*When actual shipping charges are higher than the minimum, the higher amount will be charged.</p>	

# FILLING OUT THE BALLOT ORDER

**Please ensure that you print clearly to avoid a delay in the processing of the order.**

## Appearance of Candidate Names:

- Print as name should appear on the ballot; include upper case, lower case, etc.

## Order of Candidate Names:

- Names will be listed in alphabetical order **unless** you select random or rotating arrangement of names:
  - You **MUST** provide us with the approved council resolution to allow random or rotating names or the order will be processed alphabetically.
  - Random and rotating names orders are subject to rules in Section 91(1) and (2) of *The Local Government Election Act, 2015*.
- Price for random/rotating names will be quoted on an individual order basis. Contact SUMA.

## Number of Candidates to be Elected:

- List how many positions are being elected. (e.g. one or two councillors)

## Colour of the Ballots:

- Ballots will be printed on coloured paper as follows:
  - mayoral ballots - Green
  - councillor ballots - White
  - ballots for votes on bylaws and resolutions - TBD
  - ballots for votes on questions - Yellow

## Ballot Proof / Authorization:

- SUMA will send a “proof” of the ballot for approval and to obtain your authorizing signature to allow us to proceed with printing the ballots.
- We accept responsibility for errors on the ballots **only** if the printed ballots do not match the authorized proof.

**Any questions? Call 306-525-3727**

**Order early to avoid rush. Send your order form to [suma@suma.org](mailto:suma@suma.org).**

### DO YOU NEED ELECTION FORMS?

Visit [King's Printer](#) for election forms. SUMA does not provide these forms.



# ELECTION SUPPLIES ORDER FORM



ADVANCE POLL DATE: \_\_\_\_\_ ELECTION DATE: \_\_\_\_\_

Municipality Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: 306- \_\_\_\_\_

If office is closed some weekdays provide an alternate phone number: 306- \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

**Authorization:** \_\_\_\_\_ **(Signature Required)**

## ELECTION SUPPLIES

ITEM	QUANTITY
Ballot Boxes (Cardboard)	
Polling Booths (Cardboard)	
Paper Ballot Box Seals (min required: 4 seals per box)	
Metal Ballot Box Seals	

**Any questions? Call 306-525-3727**

***Order early to avoid rush.***

**Send your order form to [suma@suma.org](mailto:suma@suma.org).**

OFFICE USE ONLY: Shipped: \_\_\_\_\_ Canada Post: 1.36 kg or 5 kg Other: \_\_\_\_\_

Waybill # \_\_\_\_\_ Shipping: \$ \_\_\_\_\_

**ADVANCE POLL DATE:** \_\_\_\_\_ **ELECTION DATE:** \_\_\_\_\_

Municipality Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: 306- \_\_\_\_\_

*If office is closed some weekdays provide an alternate phone number:* 306- \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

**Authorization:** \_\_\_\_\_ **(Signature Required)**

## BALLOT SUPPLIES

ITEM	Quantity
Ballots – Mayor (Packages of 50)	
Ballots – Councillor (Packages of 50)	
Ballot for Vote on Bylaw or Resolution	
Ballot for Vote on Question	
Visually Impaired Voters Template	
<ul style="list-style-type: none"> <li>• 1 - 9 candidates</li> <li>• 10+ candidates</li> </ul>	

BALLOT NAMES ORDER IS **ALPHABETICAL** UNLESS YOU SELECT ONE OF THE FOLLOWING AND PROVIDE THE COUNCIL RESOLUTION:

\_\_\_\_\_ **Random** \_\_\_\_\_ **Rotating**

\_\_\_\_\_ I have attached a copy of the approved council resolution, as per Section 91(1) and (2) of *The Local Government Election Act, 2015*.

**CANDIDATES FOR MAYOR:** (attach list if more candidates)

First Name	Last Name

**CANDIDATES FOR COUNCILLOR:** (attach list if more candidates)

Number of Positions to be Elected: \_\_\_\_\_

First Name	Last Name

**Any questions? Call 306-525-3727**

***Order early to avoid rush.***

**Send your order form to suma@suma.org.**

---

**OFFICE USE ONLY:** Shipped: \_\_\_\_\_ Canada Post:1.36 kg or 5 kg Other: \_\_\_\_\_

Waybill # \_\_\_\_\_ Shipping: \$ \_\_\_\_\_