

# INFO ABOUT ORDERING ELECTION MATERIALS

## ELECTION SUPPLIES

ITEM AND PRICE	MEMBER	NON-MEMBER
Ballot Boxes (Cardboard)	\$8.50	\$10.00
Polling Booths (Cardboard)	\$6.00	\$7.00
Paper Ballot Box Seals (required: 2 seals per box)	\$0.70	\$0.85
Metal Ballot Box Seals	\$1.00	\$1.25
Visually Impaired Voters Template	\$5.50	\$6.50

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>Order will be sent by 2-Day Shipping via Canada Post. 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

ITEM AND PRICE	MEMBER
<b>Ballots</b> (Order in packages of 50) <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>Template for Use of Visually Impaired Voters</b> <ul style="list-style-type: none"> <li>• 1 - 9 candidates</li> <li>• 10+ candidates</li> </ul>	\$5.50 <i>Contact SUMA</i>
<b>Shipping and Handling Charges</b> <ul style="list-style-type: none"> <li>• Expedited shipping (Canada Post 1-2 days)</li> <li>• Orders picked up at SUMA Office</li> </ul>	\$35.00 \$15.00

# FILLING OUT THE BALLOT ORDER

***Please ensure that you enter the information as clearly as possible to avoid a delay in the processing of the order.***

## **Appearance of Candidate Names:**

- Clearly print each name as it is to appear on the ballot (e.g. Mary SMITH or Mary Smith); including upper case, lower case, etc.

## **Order of Candidate Names:**

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

## **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:
  - mayoral ballots - TBD
  - councillor ballots - TBD
  - ballots for votes on bylaws and resolutions - TBD
  - ballots for votes on questions - TBD

## **Ballot Proof / Authorization:**

- SUMA will send you 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 only supplies ballot forms.



# ELECTION SUPPLIES ORDER FORM



**REQUIRED BY:** \_\_\_\_\_ **ADVANCE POLL:** \_\_\_\_\_ **ELECTION:** \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ P/C: \_\_\_\_\_

Street Address: \_\_\_\_\_ (Required for Courier)

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	
Visually Impaired Voters Template	

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**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: \$ \_\_\_\_\_



# BALLOTS ORDER FORM



REQUIRED BY: \_\_\_\_\_ ADVANCE POLL: \_\_\_\_\_ ELECTION: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ P/C: \_\_\_\_\_

Street Address: \_\_\_\_\_ (Required for Courier)

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

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

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

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

Form #	Type of Ballot/Form	Quantity
N	Ballots – Mayor	
N	Ballots – Councillor	
DD	Ballot for Vote on Bylaw or Resolution	
EE	Ballot for Vote on Question	
W	Template for Use of Visually Impaired Voters	

BALLOT ORDER IS **ALPHABETICAL** UNLESS YOU SELECT ONE OF THE FOLLOWING:

\_\_\_\_\_ **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 space is needed)

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**

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