

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
Ballots (Order in packages of 50) <ul style="list-style-type: none"> 50 to 1,000 ballots 1,001 - 2,500 ballots 2,501 - 10,000 ballots 10,001 + ballots 	34¢ each 32¢ each 29¢ each <i>Contact SUMA</i>
Template for Use of Visually Impaired Voters <ul style="list-style-type: none"> 1 - 9 candidates 10+ candidates 	\$5.50 <i>Contact SUMA</i>
Shipping and Handling Charges <ul style="list-style-type: none"> Expedited shipping (Canada Post 1-2 days) Orders picked up at SUMA Office 	\$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 - Green
 - councillor ballots - White
 - ballots for votes on bylaws and resolutions - TBD
 - ballots for votes on questions - Yellow

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.

DO YOU NEED ELECTION FORMS?

Visit [King's Printer](#) for election forms. SUMA only supplies ballot forms.



ELECTION SUPPLIES ORDER FORM



ADVANCE POLL DATE: _____ ELECTION DATE: _____

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	

Any questions? Call 306-525-3727

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Send your order form to 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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Waybill # _____ Shipping: \$ _____