

## MUNICIPAL ELECTIONS BALLOTS AND TEMPLATE PRICE LIST

	Member Price	Non-Member Price
<b>Ballots:</b>		
❖ 1 – 1,000	34¢ each	37¢ each
❖ 1,001 – 2,500	32¢ each	35¢ each
❖ 2,501 +	29¢ each	32¢ each

*\*If ordering over 10,000 ballots, please contact SUMA for special pricing.*

<b>Template for Use of Visually Impaired Voters</b>	\$ 5.50	\$ 5.75
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### Shipping/Handling for ballot orders: \$30.00 (plus applicable taxes)

- Items will be shipped via Priority Post to ensure ballots arrive in a timely manner.
- Orders containing large quantities of ballot boxes and/or polling booths will be shipped via courier or STC-Collect.
- Orders that are picked up at the SUMA office will be subject to a \$10.00 handling fee.

### Random or Rotating Names:

- Indicate preference by checking **yes** or **no**.
- If **yes**: you must provide SUMA with a copy of the bylaw or resolution.
- If **no**: names will appear in alphabetical order.
- The price for rotating/random names will be quoted on an individual order basis.
- Random or Rotating of Names is subject to the rules in Section 91(1) and (2) of *The Local Government Election Act*.

### As soon as the candidates are finalized, complete the order form:

- Clearly and legibly indicate candidates' names and occupations exactly as they are to appear on the ballot (e.g. Mary SMITH Lawyer).
- Please ensure you double-check for accuracy and spelling.
- The list should be in the order you indicated: alphabetical, random, or rotating.

### Sign the order form:

- Your signature authorizes SUMA to order and print the ballots using the names and occupations exactly as shown on this form. (A proof of the ballot will be emailed or faxed to you for your approval before printing takes place.)
- If more than one position is being elected, mayoral ballots are printed on green paper and councillor ballots are printed on white paper (unless otherwise specified).
- SUMA accepts responsibility for errors on the ballots only if they do not exactly match your signed-off version.

### Email or fax the completed form to SUMA:

- SUMA will make every effort to courier the ballots no later than three days prior to the earliest date required: election date, advance poll date, or mail-in deadline.
- The earlier your order is received, the sooner it will be shipped.

**PLEASE COMPLETE THE BALLOT SUPPLIES ORDER FORM ON THE NEXT PAGE**



## MUNICIPAL ELECTIONS BALLOTS AND TEMPLATE ORDER FORM

**FOR OFFICE USE ONLY**

Date Rec'd: \_\_\_\_\_  
 Date Shipped: \_\_\_\_\_  
 Sent via: \_\_\_\_\_  
 Waybill No. \_\_\_\_\_  
 Invoice No. \_\_\_\_\_  
 Shipping Charge: \_\_\_\_\_  
 Member: Yes \_\_\_ No \_\_\_

**DATE OF ADVANCE POLL:** \_\_\_\_\_

**DEADLINE FOR MAIL-IN BALLOTS:** \_\_\_\_\_

FORM	ACT	FORM As prescribed by <i>The Local Government Election Act</i>	QUANTITY
W	C 123(1)(c)	Template for Use of Visually Impaired Voters *If there are more than nine (9) election candidates, contact SUMA.	

*The minimum order for all ballots is 50. They are packaged in bundles of 50.*

N	S 91	Ballots – Mayor	
N	S 91	Ballots – Councillor or Alderman	
DD	SS 148(1)	Ballot for Vote on Bylaw or Resolution	
EE	SS 148(1)	Ballot for Vote on Question	
FF	C 148(1)(c)	Ballot for Vote on Two or More Bylaws, Resolutions or Questions	

RANDOM OR ROTATING NAMES: \_\_\_\_\_ NO \_\_\_\_\_ YES\*  
 \*If yes, include a copy of the bylaw or resolution passed by your Council.

**CANDIDATES FOR THE OFFICE OF MAYOR:** *(attach list if more space is required)*

First Name	Last Name	Occupation

**CANDIDATES FOR THE OFFICE OF:** \_\_\_\_\_ COUNCILLOR or \_\_\_\_\_ ALDERMAN  
**NUMBER OF CANDIDATES TO BE ELECTED:** \_\_\_\_\_ *(attach list if more space is required)*

First Name	Last Name	Occupation

**Please fill in all information**

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

Contact Person: \_\_\_\_\_

Name of Authorized Member: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Postal Code \_\_\_\_\_

Street Address (*necessary for courier delivery*): \_\_\_\_\_

\_\_\_\_\_

*All ballots will be shipped via Priority Post for speed and tracking purposes.*

If, due to location, another service is necessary please specify: \_\_\_\_\_

\_\_\_\_\_

Office Tel: (306) \_\_\_\_\_ Fax: (306) \_\_\_\_\_ Other: (306) \_\_\_\_\_

*(\*If the office is closed on some weekdays, include an alternate phone number.)*

Email Address: \_\_\_\_\_

***Order early to avoid a last-minute rush!***

Send your completed order form to  
Saskatchewan Urban Municipalities Association:

**EMAIL [suma@suma.org](mailto:suma@suma.org) or FAX 306-525-4373**

For inquiries: phone Heather (306-525-3727) or send an email to [suma@suma.org](mailto:suma@suma.org).

*SUMA's intent is to offer this as a service, where needed,  
and not to take away the business from local printers.*