Specifications for: **SBE-706-5A AB Outgoing Envelope 8/20**

Must be printed in accordance with the following specifications and conditions:

**PRINTER:** Provide envelope for approval prior to printing quantities required.

**PAPER:** 24# White Wove

**SIZE:** #11 Envelope

**FLAP:** Gummed flap or Peel and Seal

**INK:** Black and Blue (PMS 7687)

**PRINT:** Both sides.

**ARTWORK:** Artwork attached.

**LOGO:** No manufacturer’s logo is to be printed on forms

**PACKAGING:** Boxed in multiples of 500 or less
Locality Voter Registration Office
PO Box 123
Your Town, VA 23456

Return Service Requested

Valentina Q. Voter
5678 Seventh Ave, Apt 9863
Franklin, VA 99999-1278
Vote by mail official ballot

Why wait? Return your ballot before election day.

Contact information

How to return your ballot

Mail your marked ballot by:

- U.S. Postal Service
- A commercial delivery service, such as UPS, FedEx, or DHL
- Remember to add the correct postage

Mailed ballots must be:

- Postmarked on or by Election Day
- Received by noon the Friday after Election Day

Deliver your marked ballot to:

- The General Registrar’s office

Delivered ballots must be:

- Received by noon the Election Day
- Postmarked on or by Election Day

Information in English: 123-456-7890

www.locality.gov/vote

Open Monday to Friday
8:00 am to 4:00 pm
Open until 7:00 pm on Election Day
Open noon to 4:00 pm
Your Town, VA 23456
Locality Voter Registration Office

Fax: 234-567-8901