

Specifications for: Envelope 4 for spoiled/void ballots Rev. 10/15

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

PAPER: 20# brown kraft envelope

SIZE: 12 x 15.5"

STYLE: Reinforced seams with gummed end flap – no clasp.

INK: Black

PRINT: One side. Vendor must print from top edge of envelope, centering text across 15" flap edge of envelope.

ARTWORK: Artwork is attached.

LOGO: No manufacturer's logo is to be printed on forms.

PACKAGING: Boxed in multiples of 250 or less and labeled:  
Envelope 4

4

**ALL LOCALITIES**

ENCLOSE

**SPOILED BALLOTS**

- VOTER MAKES ERROR OR BALLOT IS DEFECTIVE, AND
- VOTER RETURNS SPOILED BALLOT FOR A NEW BALLOT

**VOID BALLOTS**

- BALLOTS ISSUED - BUT NOT VOTED BY THE VOTER

**INSTRUCTIONS TO OFFICERS OF ELECTION:**

- SEAL THIS ENVELOPE WITH LABEL
- TWO OFFICERS VERIFYING CONTENTS MUST SIGN AND DATE LABEL**

Election Date: \_\_\_\_\_

City OR  
County OR Town: \_\_\_\_\_

Precinct: \_\_\_\_\_

District: \_\_\_\_\_  
ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

**TO: CLERK OF THE CIRCUIT COURT**

**OPEN THIS ENVELOPE ONLY . . . .**

- ON ORDER OF A COURT
- WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS  
§ 24.2-669, CODE OF VIRGINIA

**RETENTION . . .**

- FEDERAL ELECTION = TWO (2) YEARS
- ALL OTHER ELECTIONS = ONE (1) YEAR

**DISPOSITION . . .**

**DESTROY**