

Outgoing envelope

Vote-by-Mail Envelope Template

February 11, 2020

These InDesign templates are provided to help create camera-ready layouts for your envelope styles. You will need make changes to fit the envelope size and structure for your jurisdictions.

As you make changes, make sure to:

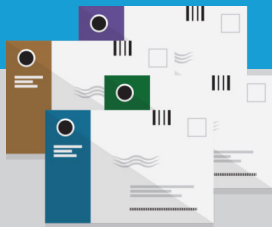
- Re-wrap text as needed, or adjust the spacing but do not stretch any of the elements, especially the images.
- The font is Noto Sans is included in the zip file or find the free google font [here](#).
- If you substitute a different font, please adjust the text to the same apparent size.
- The Spanish is an uncorrected translation. Please check the translation and correct it as needed.

For more information, [go to the workbook](#).

For assistance or with questions:
hello@civicdesign.org



Center for
Civic Design



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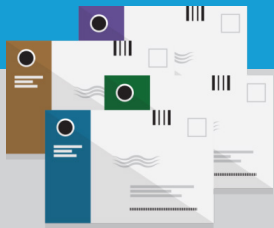
This file has return envelope templates sized at 6x9 with an option for two languages.

We have included several USPS elements to show where they go. On top of replacing the election and voter information, you will need to also replace or eliminate these USPS elements with real versions.

These elements include:

- Facing Identification Mark (FIM)
- Intelligent Mail Barcode (IMb)
- Stamp
- Address window





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For USPS rules and regulations, visit the USPS website on election mail:

<https://pe.usps.com/text/dmm300/703.htm#ep1174014>

Many USPS elements require the surrounding area to be empty.

Use the tools below to get an idea of the size of these clearance areas.

These are estimates, so remember to check with a Mail Design Analyst (MDA) for final review:

- phone at 855-593-609
- email at mda@usps.gov

Clearance area for
election mail logo

Business reply insignia

Clearance area for stamp and FIM



Vote by mail
Official ballot

Vota por correo
Balota oficial

Franklin County Elections Office
4321 Franklin Avenue
Franklin, HN 99999-1234

RETURN SERVICE REQUESTED



Valentina Q. Voter
5678 Seventh Ave, Apt 9863
Franklin, HN 99999-1278

Contact information

Información del contacto



Franklin County Elections
4321 Franklin Avenue
Franklin, HN 99999

Open Monday to Friday, 8am to 5pm
Abierto de lunes a viernes, 8am a 5pm



www.franklincounty.gov/elections



elections@franklincounty.gov



Information in English: 111-222-3333
Información en español: 111-222-4444
若需要多中文資訊: 111-222-5555



Fax: 111-222-6666



TTY: 1-222-555-1222

Vota por correo Balota oficial
¿Por qué esperar? Devuelva su boleta antes del día de las elecciones.

Vote by mail official ballot
Why wait? Return your ballot before election day.

How to return your ballot

Cómo devolver su voto



Drop Box
Drop off your ballot at a secure drop box — no postage required.

Buzón

Entregue su boleta electoral en un buzón seguro – no se requiere franqueo.



Vote by Mail
Mail your ballot so it is postmarked by Election Day.

Votar par Correo

Enviar por correo su boleta electoral para que sea sellada el Día de Elecciones.



Vote Center
Vote at any vote center in the county.

Centro de Votación

Vote en cualquier centro de votación en el condado.

To find the Vote Center or Drop Box nearest you

www.yourcounty.gov/wheretovote

Para encontrar el Centro de Votación o Buzón más cercano a usted

www.yourcounty.gov/wheretovote