

Overview for outgoing envelope

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 online.](#)

If you substitute a different font, adjust the text to the same apparent size.

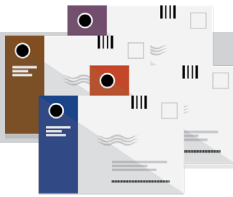
- The Spanish is an uncorrected translation. Check the translation and correct as needed.

For more information visit:

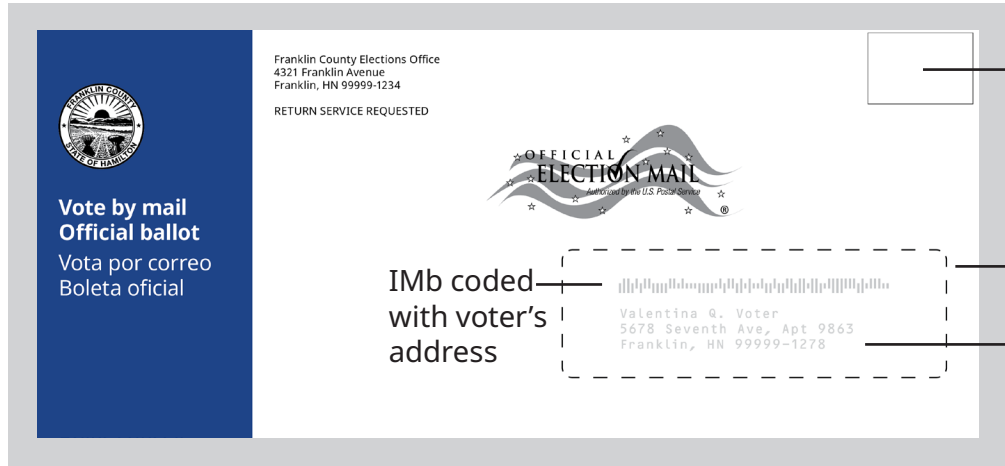
- [Designing vote at home envelopes and materials](#)
- [Tool kit of resources for scaling up vote by mail](#)

Contact us with questions: hello@civicdesign.org.





Brief intro to USPS elements



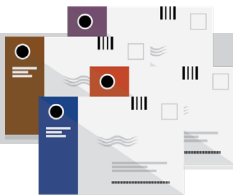
Stamp area

Placeholder for window

IMb coded with voter's address

Voter's address printed on return envelope and visible through window

For more detail and to learn [how to design VBM envelopes for USPS](#) visit the [VBM tool kit](#).



Placeholders for USPS elements

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 of other elements.

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

These are estimates, so 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

Clearance area for stamp and FIM

Business reply insignia



**Vote by mail
Official ballot**

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



Franklin County Elections
4321 Franklin Avenue
Franklin, HN 99999

Open Monday to Friday, 8am to 5pm



www.franklincounty.gov/elections



elections@franklincounty.gov



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



Fax: 111-222-6666



TTY: 1-222-555-1222

How to return your ballot



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



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



Vote Center
Vote at any vote center
in the county.

To find the Vote Center or Drop Box
nearest you
www.yourcounty.gov/wheretovote

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



Vote by mail
Official ballot

Vota por correo
Boleta 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 de 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 Boleta 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

Comó delvolver su boleta



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

Buzón
Deposite su boleta en
un buzón seguro –
no se requiere franqueo.



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

Votar par Correo
Envíe su boleta por correo
para que este franqueada
el Día las 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