

Vote-by-Mail Envelope Templates

Overview for outgoing envelope

Last updated: April 6, 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.

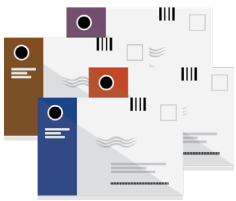
As you make changes, make sure to:

- 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 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.

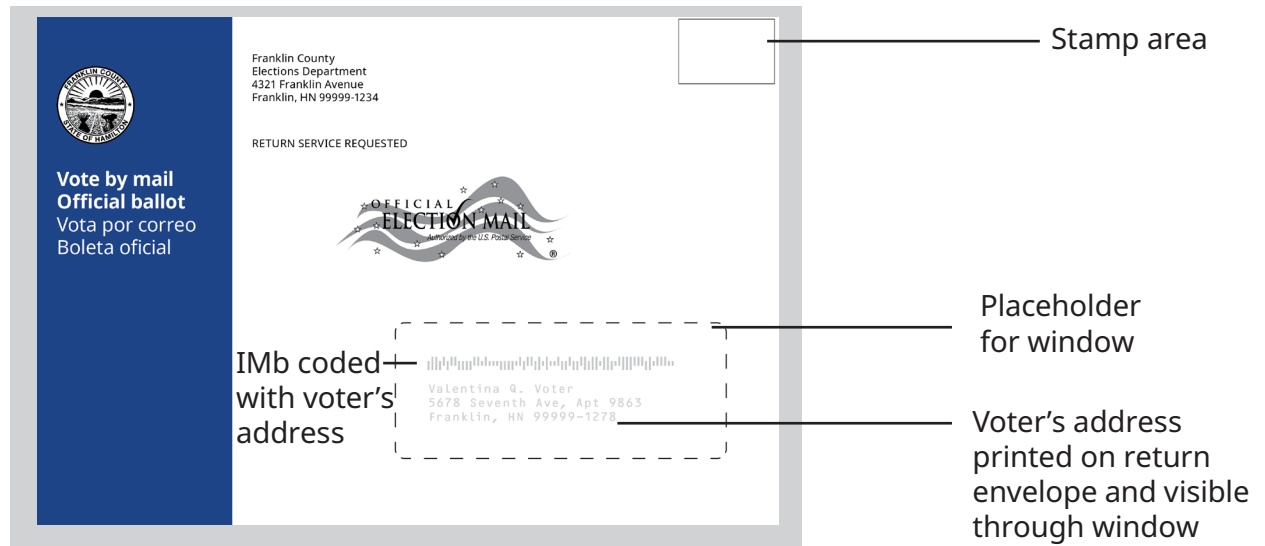
For more information visit:

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

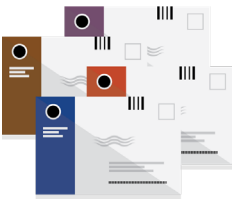
Contact us with questions: hello@civicdesign.org.



Brief intro to USPS elements



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

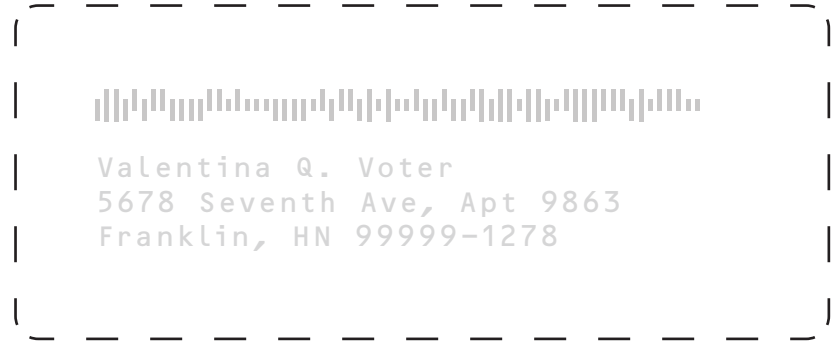


Franklin County
Elections Department
4321 Franklin Avenue
Franklin, HN 99999-1234



RETURN SERVICE REQUESTED

Vote by mail
Official ballot
Vota por correo
Boleta oficial



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

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

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
若需更多中文資訊: 111-222-5555

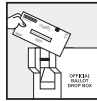


Fax: 111-222-6666



TTY: 1-222-555-1222

How to return your ballot / Cómo devolver 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 por 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

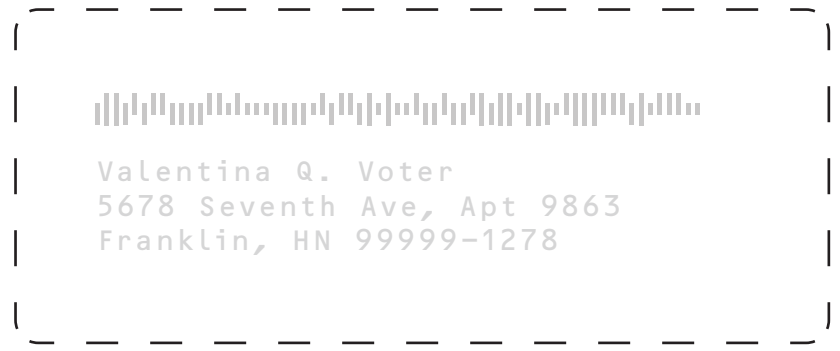


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Official ballot**

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Elections Department
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Franklin, HN 99999-1234



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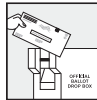


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