

Specifications for: Envelope 5A for Damaged or Unreadable Original Absentee ballots, Empty Ballot Envelopes, and Empty Return Envelopes.

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 [Enter Quantity Here] or less and labeled: Envelope 5A.

5A		Damaged or Unreadable Original Ballots
		Empty Absentee Ballot Envelopes
		Empty Absentee Return Envelopes
Note: Duplicated Counted Absentee Ballots go in Envelope 3		

Election Date: _____

City or County: _____

Precinct: _____

District: _____

Enter only if Precinct is split by Congressional, State Senate, or House District

Instructions to Officers of Election:	Seal this envelope with label
	Two Officers MUST Sign and Date Label

TO: Clerk of the Circuit Court

Open this Envelope ONLY...	Either by order of a Court or with authorization from the State Board of Elections through § 24.2-669 of the Code of Virginia.
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Retention ...	Federal Elections = Two (2) Years All Other Elections = One (1) Years	Disposition ...	Destroy
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