



ELECTION BULLETIN

2004 ELECTION SUPPLY ORDERS

To: Town Clerks

From: David Crossman, Elections Administrator

Date: January 20, 2004

Re: **Election supply orders**

Many of you have already responded to the December 4 memo sent by our office about consolidating your election supply orders. Thank you for your help in cutting costs and confusion by ordering all of the supplies that will meet your needs for 2004, including the Presidential Primary, Town Meeting, the September Primary and the General Election in November. (Please note that some towns in Chittenden County may receive some of your supplies directly from Fleet Business Products.)

However, we know there are still some clerks who may have been unable to come up with an estimate yet. Because we anticipate having to reorder some of our supplies from the printer between the Presidential Primary and the September Primary, your help is needed.

Please fax or mail your full orders for all supplies for all 2004 elections by February 20 so that we can meet your elections supply needs. We have enclosed a revised election supply order form for your convenience. Please include your zip code and phone number (required for UPS shipping) which will help streamline the shipping process. We sincerely appreciate your cooperation.

Provisional ballot envelopes: Some of you have already requested envelopes for provisional ballots. These will be sent to ALL town clerks with the warning for the Presidential Primary in late January. Thank you for your patience.

ENC: Election Supply Order Form