

**ORDER FORM FOR
CITIES CONDUCTING OWN ELECTION**

*Martin & Chapman Co. * 1951 Wright Circle * Anaheim, CA * 92806*

*714/939-9866 * Fax 714/939-9870*

email: judy@martinchapman.com / web: www.martinchapman.com

CITY OF _____
Purchase Order No. _____

ELECTION SERVICES: I wish to engage Martin & Chapman Co. to be the city's consultant/supplier for our upcoming Election(s). All supplies and services will be shipped as needed, and an invoice will be sent after the election has been completed.

_____ YES, M&C will be our consultants

MUNICIPAL ELECTION HANDBOOK: includes the following:

- a) **Elections Manual Filler** (summarization of Municipal Election Code sections)
- b) **Model Resolutions, Forms and Notices**
- c) **Current and previous year's passed Legislation**

	Qty	Unit Price	Price
CALENDAR OF EVENTS – (for election date): _____ / _____ / _____ (multi-page for 3 ring binder) (month/day/year)	_____	No Charge*	_____

2010 ELECTION HANDBOOK FILLER * only includes a, b and c above * does NOT include a Calendar or a Binder	_____	No Charge*	_____
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BINDER ONLY– White 3 ring binder	_____	No Charge*	_____
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*If M&C is your consultant / otherwise, binder is \$12.00, Filler is \$55.00, Calendar is \$20.00

EMAIL: The above "Model Resolutions, Forms and Notices" is also available in a Word document via email

	Qty	Unit Price	Price
2010 Version _____	_____	20.00 ea	_____

E-Mail address:.....

NOMINATION SUPPLIES:

	Qty	Unit Price	Price
Nomination Papers (____ mark here if special format needed, not 20-30 sigs, number of signatures needed _____ / may be different cost)	_____	\$.50 ea	_____
Supplemental Nomination Papers (____ mark here if special format as above)	_____	\$.50 ea	_____
Ballot Designation Requirements & Worksheet	_____	\$.50 ea	_____
Candidate Statement Guidelines & Information Sheet	_____	\$.50 ea	_____
Code of Fair Campaign Practices	_____	\$.50 ea	_____
Literature & Mass Mailing Requirements	_____	\$.50 ea	_____
Statement of Financial Worth	_____	\$.50 ea	_____
Translation Information Sheets	_____	\$.50 ea	_____
Candidate Calendars (for March odd year & April even year cities only)	_____	\$.50 ea	_____
Petition-in-Lieu of Filing Fee (only need if your city has a \$25.00 filing fee)	_____	\$.50 ea	_____
Certificate of Election – (You fill in the blanks) _____ blue _____ brown	_____	\$ 1.00 ea	_____
Oath of Office – (You fill in the blanks) _____ blue _____ brown	_____	\$ 1.00 ea	_____
Certificate of Appointment – (You fill in the blanks) _____ blue _____ brown	_____	\$ 1.00 ea	_____

(For **Imprinted** Certificates and Oaths, download from our website the Imprinted Oath & Certificate Order Form)

120 DAY REPORTS:

	Qty	Unit Price	Price
Alphabetical Voter Identification Report (this will assist you in verifying registration of candidates and Nomination Petition signers)	_____	150.00+8.50/m	_____
Out of State Voter Labels (you can mail VBM Applications to Out of State voters early)	_____	\$25.00 w/ above	_____

All costs will be added to your Election Invoice after the Election