

# ORDER FORM FOR CONSOLIDATED CITIES

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

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CITY OF \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

**PLEASE – DO NOT SEND A CHECK WITH YOUR ORDER – AN INVOICE WILL ACCOMPANY THE SHIPMENT.**

The "MUNICIPAL ELECTION HANDBOOK", includes the following:

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

**1. CONSULTING PACKAGE: – includes 1 Election Manual Filler & 1 Calendar of Events**

**- you must subscribe to this IF YOU WANT TO CALL US or EMAIL US with questions**

(Calls & emails will not be answered unless you are on record as having subscribed)

Qty	Part #	Unit Price	Price
_____	5730	\$500.00 /year	_____
			<small>(this is non-taxable)</small>

**(This is an annual fee, runs for 12 months from the date you subscribe.)**

**Enter Election date for Calendar of Events** \_\_\_\_/\_\_\_\_/\_\_\_\_

**2. INDIVIDUAL ITEMS:**

Check here if you ordered the Consulting Package above and want additional sets⇒  **In addition to the 1 set ordered above:**

CALENDAR OF EVENTS – (for election date):	Qty	Part #	Unit Price	Price
____/____/____ <small>(multi-page for 3 ring binder) (month/day/year)</small>	_____	0112	\$20.00 ea	_____

<b>2010 ELECTION HANDBOOK FILLER</b> * <b>only</b> includes a, b and c above	_____	0111	\$55.00 ea	_____
* <b>does NOT</b> include a Calendar or a Binder				

BINDER ONLY – White 3 ring binder w/ tabs	_____	0110	\$12.00 ea	_____
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**3. EMAIL:**

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

(This email version is not included with the Consulting Package)

**2010 Resolutions, Forms, Notices**

Qty	Part #	Unit Price	Price
_____	0115	20.00 ea	_____

E-Mail address: .....

**4. NOMINATION SUPPLIES:**

Nomination Papers (____ mark here if special format needed, not 20-30 sigs, number of signatures needed _____ / may be different cost)	Qty	Part #	Unit Price	Price
Supplemental Nomination Papers	_____	0202	\$ .50 ea	_____
Ballot Designation Requirements & Worksheet	_____	0203	\$ .50 ea	_____
Candidate Statement Guidelines & Information Sheet	_____	0204	\$ .50 ea	_____
Code of Fair Campaign Practices	_____	0205	\$ .50 ea	_____
Literature & Mass Mailing Requirements	_____	0206	\$ .50 ea	_____
Statement of Financial Worth	_____	0207	\$ .50 ea	_____
Petition-in-Lieu of Filing Fee (only need if your city has a \$25.00 filing fee)	_____	0208	\$ .50 ea	_____

**5. CERTIFICATES & OATHS:**

Certificate of Election – (You fill in the blanks) _____ blue _____ brown	Qty	Part #	Unit Price	Price
Oath of Office – (You fill in the blanks) _____ blue _____ brown	_____	0300	\$1.00 ea	_____
Certificate of Appointment – (You fill in the blanks) _____ blue _____ brown	_____	0301	\$1.00 ea	_____
(For <b>Imprinted</b> Certificates and Oaths, download from our website the Imprinted Oath & Certificate Order Form)	_____	0302	\$1.00 ea	_____

**6. TOTAL:**

	Subtotal	\$ _____
In County of: _____	_____ % Sales Tax	\$ _____
<small>(Note: Consulting Fee is non-taxable)</small>		
	<b>Shipping &amp; Handling</b>	<b>\$ 7.00</b>

**TOTAL OF ORDER** \$ \_\_\_\_\_

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