

# Minnesota General Election Ballot Layout Sign-off Form

PLEASE PROOF IMMEDIATELY! When you are finished, please EMAIL changes or this approval to: [Shellya@synergy-graphics.com](mailto:Shellya@synergy-graphics.com).

JURISDICTION NAME: \_\_\_\_\_

ELECTION DATE: \_\_\_\_\_

SYNERGY GRAPHICS REPRESENTATIVE: Shelly Angen

PDF FILE: \_\_\_\_\_

(i.e. "County Name\_2.pdf")

**INSTRUCTIONS:** When proofing your ballot, please use this form as a checklist to ensure any errors are found and reported.

If there are any corrections needed, please indicate so in an e-mail to: [shellya@synergy-graphics.com](mailto:shellya@synergy-graphics.com). Synergy Graphics cannot accept ballot corrections over the phone. Please do not fax copies of the ballots, unless directed to do so. Be sure to review the most recent PDF file in its entirety before approving.

Check the following items:

- YES**
- 1  VOTER INSTRUCTIONS CORRECT
  - 2  CONTESTS IN CORRECT ORDER
  - 3  NUMBER OF WRITE IN LINES CORRECT
  - 4  CANDIDATES IN CORRECT ORDER
  - 5  CANDIDATES PROPERLY ROTATED
  - 6  "VOTE FOR" PHRASES CORRECT
  - 7  FONT SIZES CORRECT
  - 8  "TERMS PHRASE" IN EACH OFFICE CORRECT *(if applicable)*
  - 9  PRECINCT NAMES CORRECT *(if printed on the ballot)*
  - 10  ALL SPELLING CORRECT *(Offices Titles, Candidate Spelling)*
  - 11  BALLOT STYLES CORRECT *(office combinations and office order)*
  - 12  QUESTION VERBIAGE CORRECT *(if applicable)*
  - 13  CANDIDATE PARTY AFFILIATION CORRECT
  - 14  ALL PRECINCTS ARE ACCOUNTED FOR
  - 15  INFORMATION IN BALLOT HEADING BOXES CORRECT (A, B, C, D, E AND F) *(if applicable)*
  - 16  OVALS ALIGN WITH CANDIDATE'S NAME

Is this Ballot ready to be printed?  YES - Proceed with no changes

By checking the above boxes and signing on the following line, you agree that you have proofed all of the above items in the most recent PDF file in its entirety. Synergy Graphics is not financially responsible for any reprints that occur.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_