

# Election Systems & Software

MAINTAINING VOTER CONFIDENCE. ENHANCING THE VOTING EXPERIENCE.



## SERVICE OVERVIEW

# ES&S® Ballot Layout, Audio and Tabulator Coding

## Your Experienced Election Services Experts

ES&S associates are the experts you can trust with your ballot layout, tabulator coding, and audio file needs. When you turn these critical areas over to ES&S, this partnership is the first step to ensuring an accurate, on-time, and trouble-free election. Our experienced staff have completed tens of thousands of ballot layout and tabulator coding orders and created nearly 20,000 audio files.

### Key Features and Benefits of Layout & Coding

When you entrust your ballot layout and tabulator coding services to ES&S, you know that our integrated approach to elections ensures that you receive the most accurate election materials in the most time-effective manner of any competitor in the marketplace.

#### Ballot Layout

- A clear, easy-to-read ballot design
- A format that's guaranteed to work with your tabulator
- Professionals who will work with you to ensure your ballot is laid out in accordance with your state and local law
- Final review and approval from you

#### Tabulator Coding

- A thorough testing process to ensure accurate tabulation
- Paper tabulator customers receive copies of ES&S testing results for comparison
- Tabulator coding that is in accordance with your state regulations
- An inventory control system to track your election media



### WHY ES&S?

At Election Systems & Software, we recognize the incredible responsibility we have to voters and election administrators. As a result, **Maintaining Voter Confidence, and Enhancing the Voting Experience®** is our core mission as a company.

ES&S' sole focus is elections and we understand voting systems and election support services better than anyone else in the industry. With over 30 years of experience supporting thousands of elections varying in size and complexity, our staff is intimately familiar with the needs of our customers and the most important aspects of their elections.

ES&S has become a trusted partner with unmatched service support resources, and industry leading products. When you select any ES&S voting systems or service solutions, you are assured confidence, and peace of mind.

ES&S continually develops new technology to meet emerging requirements and deliver ever-improving voting solutions. No matter what your needs, we're prepared to support your election.

### Key Features and Benefits of Audio File Creation

An audio ballot allows voters who are blind or visually impaired to listen to ballot choices privately through headphones. ES&S has unmatched experience creating audio files that are optimum for the voter's understanding.

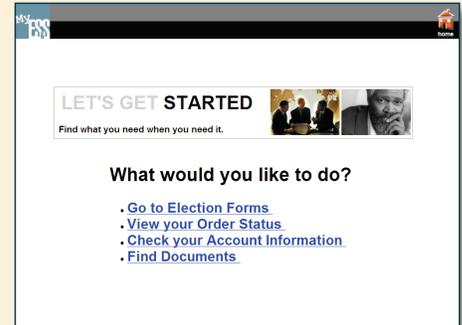
When you work with ES&S, you have:

- Assurance that your audio files are compatible with your ES&S tabulator
- A thorough understanding of ADA compliance specifications
- The benefits of leveraging ES&S' network of quality, trusted production studios
- Multiple language capability, with quality checks by fluent individuals
- Quick turnaround with unparalleled expertise

## Free Online Resources — My ES&S™ Customer Portal

The My ES&S online customer portal brings new convenience to election management. With a user login, you can access important account information, submit forms, monitor status, retrieve important product documents, and order election supplies. You can also easily manage Layout and Coding Services through our complimentary online portal by:

- Completing and submitting Election Forms online, without the hassle of e-mails, paper forms, or faxes, and with the assurance that ES&S has received your materials
- Receiving a calendar schedule and deadline reminders in advance so you know exact dates to submit information to remain on time and on track for your election
- Copying completed form information from previous elections to avoid having to continuously re-enter the same information
- Tracking your order progress to prepare for the arrival of coding media and printed ballots
- Accessing a single knowledge base of important documents, news, and information regarding ES&S products and services



Getting started on the My ES&S portal

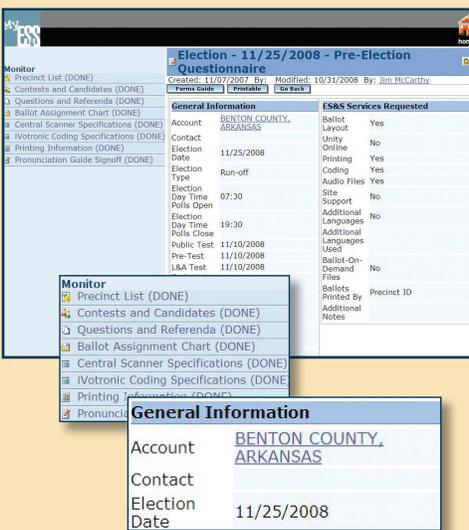
## View Calendar of Key Deadlines

Month	S	M	T	W	T	F	S
August						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
September	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
October	22	23	24	25	26	27	28
	29	30	31				
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14

- August 18<sup>th</sup> – Pre-Election Questionnaire Due – to get on the customer portal, visit [www.essvot.com](http://www.essvot.com) My ES&S Customer Portal
- August 26<sup>th</sup> – Final Candidate Certification Date
- August 29<sup>th</sup> – ES&S receives layout & coding forms from counties for ballot layout and hardware programming

Pre-election deadlines to keep you on track

## Access Online Forms

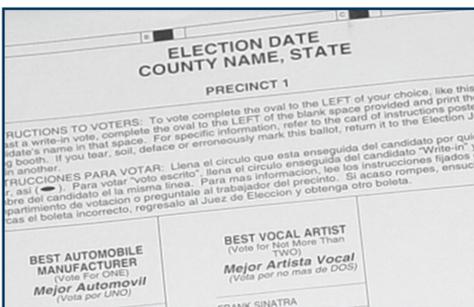


Complete and submit your election forms

## Track and Confirm Order Status

Election Status Information			
Form Name	Date Sent	Date Due	Date Received
Pre-Election Questionnaire	11/07/2008		11/07/2008
M650 Coding Form	11/07/2008		11/07/2008
Votronic Coding form	11/07/2008		11/10/2008
Pronunciation Guide	11/07/2008		11/10/2008
Ballot Assignment Chart	11/07/2008		11/10/2008
Ballot Quantity Run List	11/07/2008		11/10/2008
Ballot Layout			
	Date Completed		
In-Process	11/11/2008		
Initial Proofs Sent	11/11/2008		
Signoff	11/12/2008		
Ballot Print			
	Date Completed		
Files Sent to Printer	11/12/2008		
Ballots Printed	11/13/2008		
Absentee Shipped	11/13/2008		
Official Shipped	11/13/2008		

Daily updates on ballot status



## Managing the Overall Ballot Production and Tabulation Process with ES&S Layout, Printing, Audio, and Coding: The Core of Trouble-Free Elections

Working with ES&S from start to finish to produce and tabulate your ballots is an investment in Election Day confidence. Proper ballot layout, printing, audio, and tabulator coding are the essential areas that must work in sync for a successful election. When we fully support these core services for your election, we stand behind and guarantee our work in a way that others can't. Quality assurance measures are built into every step of our processes to ensure the outcome is right, every time, every election.