

JOHNSTON COUNTY BOARD OF ELECTIONS
205 S. Second Street/PO Box 1172
Smithfield, North Carolina 27577
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DOCUMENT TYPE

_____ **PRINT-OUTS** - \$0.10 per page
_____ **LABELS** - \$0.30 per page (30 labels per page)
_____ **CD** - \$10.00 per CD – comma delimited text format

SELECTION

Select one from this column
_____ **COUNTY-WIDE**
_____ **OTHER (be specific) -**

Select one from this column
_____ **ACTIVE**
_____ **ACTIVE & INACTIVE**

DATA REQUESTED

Select as many as you would like
_____ **NAME**
_____ **RESIDENCE ADDRESS**
_____ **MAILING ADDRESS**
_____ **PRECINCT**
_____ **PARTY AFFILIATION**
_____ **AGE*****
_____ **RACE**
_____ **VOTER HISTORY – specify elections needed -**
_____ **OTHER – BE SPECIFIC -**

Select one from this column
_____ **SORT ALPHABETICALLY**
_____ **SORT ALPHABETICALLY BY PRECINCT**
_____ **SORT BY RESIDENCE ADDRESS**

***As of June 1, 2005, dates of birth shall be considered confidential information and will not be available for public disclosure. G.S. 163-82.10 (B)

APPLICABLE PAYMENT REQUIRED PRIOR TO PROCESSING REQUEST

ALL CHARGES ARE SUBJECT TO CHANGE PER G.S. 163-82.10 (b) (2)

ORDERS ARE NORMALLY PROCESSED WITHIN 2-3 WORKING DAYS

PERSON MAKING REQUEST: _____
and responsible for payment and pickup (Please print)

DAYTIME TELEPHONE NUMBER: _____ **DATE ORDERED:** _____

I APPROVE OF THE ABOVE ORDER AS WRITTEN: _____
(SIGNATURE)

(office use only)

Total Cost: _____

Date completed: _____

Deposit Paid: _____

Amount Due: _____

PRICE LISTING

PLEASE PAY WITH CHECK OR MONEY ORDER ONLY.

Printouts - Full payment is required prior to processing your request.

ALL PRINTOUTS - \$0.10 PER PAGE

Labels – Full payment is required prior to processing your request.

\$0.30 per page (30 labels per page)

CD's - **\$10.00 per CD – comma delimited text format**

Version used – Windows XP. In order to use the data on this disk, you will need Excel, Access, or other program that will handle large amounts of data.

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## **DATA INSTRUCTION SHEET**

### **Instructions:**

1. Data you received is in .txt format. It is comma delimited.
2. Save the data to your desktop or hard drive before attempting to use the data.

Do Not attempt to retrieve the data directly from the media into your intended software.

3. Open whatever software spreadsheet you intend to use (Excel, Access, etc.) and retrieve this data into that spreadsheet.

**\*\*Please note that different software programs handle different amounts of data. While Excel will handle most requests, it will not handle all. Our office has been told that Access will handle much larger amounts of data than Excel, however, our office is not familiar with that program.**