After the polls close and the ballots are counted, the items that MUST be placed in the Metal Ballot Box are:

- The voted ballots
- The yellow copy of the completed ballot report

DO NOT PLACE ANYTHING OTHER THAN THE ITEMS LISTED ABOVE IN THE METAL BALLOT BOX.
Seal the Metal Ballot Box with the remaining 2 seals on the form, noting the time and signing the form where indicated.

Tape the morning seal back to the Seal Form and place it in the Unofficial Envelope for delivery to the Receiving Station.
The Metal Ballot Box is ready to be transported to the Receiving Station.