



Shaw's EUROPEAN PARLIAMENTARY ELECTION

Since 1750

2009 Forms List

Please enter the **TOTAL** quantity required for each form. (See price code section for minimum quantities.)

Part 1 – FORMS REQUIRED BEFORE THE ELECTION PERIOD

Cat. No.	Description	Price Code	Qty Req.
EPSDBAG	Pack of Presiding Officer's Sundries (wallet will be supplied unless otherwise stated) – see separate sundries contents list	On application	
EP-SD	Box of Presiding Officer's Sundries – see separate sundries contents list	On application	
EPSDR	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	On application	
CCE-CP	Conversion Pack for County Election	£2.75	
SSP1	Packs of stationery sundries – see separate sundries contents list	£6.25	
SSP2	Packs of other stationery sundries – see separate sundries contents list	£3.75	
SSP3	Packs of notices – see separate sundries contents list	£3.75	
EPSDF	Packs of other notice and forms – see separate sundries contents list	£3.75	
EPSDP	Set of packets as included in box of sundries – see separate sundries contents list	£4.35	
EP 2	Appointment of Local Returning Officer – general powers	D	
EP 2A	Appointment of Deputy Local Returning Officer – limited powers	D	
EP 16	Guidance notes for Candidates (VAT ZERO RATED)	E	
EP 4	Nomination Paper – Individual Candidate	D	
EP 4P	Nomination Paper – Registered Political Party	D	
EP 4A	Candidate's Consent to Nomination	D	
EP 4X	Registration of Political Parties – Notice and Certificate	D	
EP 36	Notice by Individual Candidate as to Appointment of Election Agent	D	
EP 36A	Notice of Appointment of Sub-Agent	D	
EP 5	Notice to Candidate as to Validity/Invalidity of Nomination Paper	D	
EP 38	Notice by Candidate/Election Agent of Appointment of Polling Agents	D	
EP 3	Notice of Withdrawal of Candidature	D	
EP-AP	Election Agent's Pack (See separate list for details.)	£4.75 (each)	
EP 20	Declaration by Election Agent as to Election Expenses	D	
EP 20A	Return of Expenses	E	
EP 20C	Explanatory Notes for Completion of Return of Expenses	E	
EP 20B	Declaration by Candidate as to Election Expenses	D	
EP 20D	Return of Personal Expenses by List Candidate	E	
EP 44	Return of Expenses Required to be Authorised by Election Agent	D	
EP 45	Declaration as to Expenses Required to be Authorised by Election Agent	D	

Part 2 – POSTAL VOTING

EP 76	Instructions to Staff – Issue of Postal Ballot Papers (VAT ZERO RATED)	D	
EP 77	Instructions to Staff – Receipt of Postal Ballot Papers (VAT ZERO RATED)	D	
EP 51	Notice by Returning Officer of Issue/Receipt of Postal Ballot Papers	D	
EP 52	Notice to Returning Officer of Appointment of Agent(s) to Attend at Opening of Postal Voters Ballot Boxes	D	
EP 501	Summary of R.P. Act as to Secrecy (Postal Voting) (VAT ZERO RATED)	D	
EP 49	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D	
LE 64	Ballot Paper envelope (A) (SEE FORM PERSENV)		
LE 65	Covering envelope addressed to Returning Officer (B) (SEE FORM PERSENV)		
LE 66	Envelope for sending ballot paper etc. to voter (SEE FORM PERSENV)		

EP 53	Envelope for Marked Copy of Absent Voters List/List of Postal Proxies	M	
EP 54	Envelope for Stubs of Ballot Papers Issued	M	
EP 56	Envelope to contain Votes Rejected	M	
EP 57	Envelope to contain Postal Voting Statement(s)	M	
EP 58	Envelope to contain Envelopes and Ballot Papers Marked "Rejected"	M	
EP 60	Envelope to contain Envelopes Received After Close of Poll or Undelivered	M	
EP 69	Envelope to contain Appointments of Clerks at Issue and Receipt	M	
EP 71	Envelope for Spoilt Ballot Papers, Postal Voting Statement(s) and Ballot Paper Envelopes	M	
EP 59	Statement of Number of Postal Ballot Papers Issued and Received/ Envelopes Returned	D	
EP 68	Declaration as to Number of Covering Envelopes in Ballot Boxes	D	
EP 80	List of Spoilt Postal Ballot Papers	D	
EP 80X	Envelope to contain List of Spoilt Postal Ballot Papers	M	
EP 81	List of Lost Postal Ballot Papers	D	
EP 81X	Envelope to contain List of Lost Postal Ballot Papers	M	
EP 82	List of Postal Ballot Papers Rejected – No Statement Received	D	
EP 82X	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M	
EP 83	List of Postal Ballot Papers Rejected – Statement Only Received	D	
EP 83X	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M	
EP 84	Envelope to contain Corresponding Number Lists for postal ballot papers	M	

Part 3 – POLLING STATION STAFF

EP 21	Appointment of Presiding Officer	D	
EP 23	Appointment of Poll Clerk	D	
EP 29	Guidance for Presiding Officers and Poll Clerks (VAT ZERO RATED)	T	
EP 291	Guidance Notes Concerning Tellers and Exit Polls (VAT ZERO RATED)	D	
EP 46	Certificate of Employment on Day of Poll	D	
EP 271	Summary of Provisions of R.P. Act as to Secrecy – Persons Attending at Polling Station and/or Verification/Counting of Votes (VAT ZERO RATED)	D	
E 528	Staff Payment form – in triplicate on NCR paper	E	
E 529	Travelling Expenses form	D	
E 527	Tax Exemption form	D	

Part 4 – FORMS, NOTICES etc. REQUIRED AT THE POLL

EP 6/1	Directions for the Guidance of Voters – "Vote for one Party or Individual Candidate only"	R	
EP 6/1D	Directions for the Guidance of Voters – "Vote for one Party or Individual Candidate only" (electronic count taking place)	R	
EP 7/1	Voting compartment notice – "Vote for one Party or Individual Candidate only"	D	
EP 7/1D	Voting compartment notice – "Vote for one Party or Individual Candidate only" (electronic count taking place)	D	
EP 8	Poster – Corrupt and Illegal Practices	S	
EP 43	Poster – Offences at Elections	S	
LE 14	Notice – Warning to Voters as to Personation and Voting More Than Once	R	
EP 18	Declaration to be Made by Companion of Voter with Disabilities	D	
EP 17	List of Voters with Disabilities Assisted by Companions	D	
EP 35	Questions to be Put to Voters	D	
EP 25	Tendered Votes List	D	
EP 26	List of Votes Marked by Presiding Officer	D	
EP 26A	Statement of the Number of Votes Marked by the Presiding Officer	D	
EP 28	Ballot Paper Account	D	
EP 128	Presiding Officer's Report on Occurrences at Polling Station	D	
EP 129	Envelope to contain PO's Report on Occurrences at Polling Station	M	
EP 130	Envelope to contain Postal Votes Delivered to Polling Station	M	
EP 131	List of Postal Votes Delivered to Polling Station	D	

LE 100	Notice – “WAY IN” – size 125 x 640mm – paper	P	
LE 100A	Notice – “WAY IN” – size 127 x 720mm – PVC banner with eyelets	£4.52	
LE 101	Notice – “WAY OUT” – size 125 x 640mm – paper	P	
LE 101A	Notice – “WAY OUT” – size 127 x 720mm – PVC banner with eyelets	£4.52	
LE 100X	Arrowheads – in strips of five – paper – supplied in 10’s	£2.10 (per 10)	
LE 100Y	Arrowhead – in strips of five on adhesive backing – supplied in 10’s	£3.10 (per 10)	
LE 102	Notice – “POLLING STATION” – size 125 x 640mm – paper	P	
LE 102A	Notice – “POLLING STATION” – size 127 x 720mm – PVC banner with eyelets	£4.52	
LE 104	Notice – “POLLING STATION” – size 450 x 640mm – paper	R	
LE 104A	Notice – “POLLING STATION” – size 625 x 915mm – PVC banner with eyelets	£6.80	
LE 104B	Notice – “POLLING STATION” – size 508 x 680mm – correx lightweight plastic	£5.00	
LE 105	Notice – “DISABLED ACCESS” – size 190 x 720mm – paper	P	
LE 105B	Notice – “DISABLED ACCESS” – size 156 x 720mm – correx lightweight plastic	£4.00	
LE 103	Notice – “APPLY HERE FOR BALLOT PAPERS” – card	P	
LE 106	Notice – “NO SMOKING SIGN” – A4	D	

Items in **bold** are included in our pack of Presiding Officer’s Sundries – see separate list for details.

Part 5 – VERIFICATION AND THE COUNT

EP 33	Notice of Time and Place of Counting of Votes	D	
EP 37	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
EP 39	Authority of Admission of Persons Attending Verification/Count	D	
EP 24S	Appointment of Verification/Count Supervisor	D	
EP 24	Appointment of Verification/Counting Assistant	D	
EP 241	Instructions to Verification/Count Supervisor (VAT ZERO RATED)	D	
EP 242	Instructions to Verification/Counting Assistant (VAT ZERO RATED)	D	
EP 72	Statement as to Result of Verification of Ballot Paper Accounts	D	
EP 74	Verification of Contents of Ballot Box	D	
EP 31	Notification of Result of Poll for European Electoral Region	D	
EP 31C	Notification of Result of Poll for European Electoral Region – alternative pattern – with space for details of percentage poll	D	
EP 31L	Notification of Local Result	D	
EP 73	Statement as to Rejected Ballot Papers	D	
EP 73A	Envelope to contain Rejected Ballot Papers	M	
EP 74	Declaration as to Number of Covering Envelopes in Ballot Boxes	D	
LE19	Counting sheet – maximum 11 names – supplied in 10’s (tally sheet style)	£5.40 (per 10)	
LE19X	Counting sheet – maximum 22 names – supplied in 10’s (tally sheet style)	£7.40 (per 10)	

POSTERS, FORMS AND ENVELOPES PRICES

PRICE CODE							
Qty	D	E	M	P	R	S	T
MIN ORDER QTY	25	25	25	25	25	25	25
25	£9.50	£21.25	£7.50	£5.00	£15.00	£22.50	£37.50
100	£28.50	£63.75	£22.50	£15.00	£45.00	£67.00	£112.50
500	£95.00	£212.50	£75.00	£50.00	£150.00	£225.00	£375.00
1000	£190.00	£425.00	£150.00	£100.00	£300.00	£450.00	£750.00
2000	POA	POA	POA	POA	POA	POA	POA
3000	POA	POA	POA	POA	POA	POA	POA

INDIVIDUALLY PRICED ITEMS CAN BE PURCHASED IN ANY QUANTITY.

VAT at the prevailing rate will be added where applicable.