

Please enter **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 | Quantity required |
| MESDBAG | Pack of Presiding Officer's Sundries (wallet will be supplied unless otherwise stated) – see separate sundries contents list | On application | |
| MESDR | Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list | On application | |
| MELECP | Mayoral Conversion Kit to combine with sundries pack for combined Local Government/ Mayoral Elections. Contents list available separately. | £4.95 | |
| SSP1 | Packs of stationery sundries – see separate sundries contents list | £6.50 | |
| SSP2 | Packs of other stationery sundries – see separate sundries contents list | £3.90 | |
| SSP3 | Packs of notices – see separate sundries contents list | £3.90 | |
| MESDF | Packs of other notices and forms – see separate sundries contents list | £3.90 | |
| MESDP | Set of packets as included in box of sundries – see separate sundries contents list | £4.52 | |
| ME 2 | Appointment of Deputy Returning Officer – general powers | D | |
| ME 2A | Appointment of Deputy Returning Officer – limited powers | D | |
| ME 16 | Guidance Notes for Candidates (VAT zero rated) | E | |
| ME 4 | Nomination Paper | D | |
| ME 4A | Candidate's Consent to Nomination | E | |
| ME 4X | Registered Political Parties – Notice and Certificate | D | |
| ME 36 | Notice by Candidate as to Appointment of Election Agent | D | |
| ME 5 | Notice to Candidate as to Validity/Invalidity of Nomination Paper | D | |
| ME 38 | Notice by Candidate of Appointment of Polling Agents | D | |
| ME 3 | Notice of Withdrawal of Candidature | D | |
| ME-AP | Agent's Pack (see separate list for details) | £5.15 | |
| ME 20 | Declaration by Election Agent as to Election Expenses | D | |
| ME 20A | Return of Expenses | E | |
| ME 20C | Explanatory Notes for Completion of Return of Expenses | E | |
| ME 20B | Declaration by Candidate as to Election Expenses | D | |
| ME 44 | Return of Expenses Required to be Authorised by Election Agent | D | |
| ME 45 | Declaration as to Expenses Required to be Authorised by Election Agent | D | |
| Part 2 – POSTAL VOTING | | | |
| ME 76 | Instructions to Staff – Issue of Postal Ballot Papers (VAT zero rated) | D | |
| ME 77 | Instructions to Staff – Receipt of Postal Ballot Papers (VAT zero rated) | D | |
| ME 51 | Notice by Returning Officer of Issue/Receipt of Postal Ballot Papers | D | |
| ME 52 | Notice to Returning Officer of Appointment of Agent(s)/Representatives to Attend at Opening of Postal Voters' Ballot Boxes | D | |
| ME 49 | Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers | D | |
| ME 69 | Envelope to contain Appointments of Clerks at Issue and Receipt | M | |
| ME 501 | Summary of Provisions of R.P. Act as to Secrecy (Postal Voting) (VAT zero rated) | D | |
| ME 64 | Ballot Paper envelope (A) – will hold ballot papers up to A4 size (ASK FOR PERSONALISED OPTIONS) | POA | |
| ME 65 | Covering envelope addressed to Returning Officer (B) (ASK FOR PERSONALISED OPTIONS) | POA | |
| ME 66 | Envelope for sending ballot paper(s) etc. to voter (ASK FOR PERSONALISED OPTIONS) | POA | |

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|--------|---|---|--|
| ME 84 | Envelope to contain Corresponding Number Lists for Postal Voting | M | |
| ME 59 | Statement of Number of Postal Ballot Papers Issued and Received/Envelopes Returned | D | |
| ME 53 | Envelope for Marked Copy of Postal Voters List and Proxy Postal Voters List | M | |
| ME 56 | Envelope to contain Votes Rejected | M | |
| ME 57 | Envelope to contain Postal Voting Statements | M | |
| ME 58 | Envelope to contain Rejected Ballot Paper Envelopes | M | |
| ME 62 | Envelope to contain Rejected Votes (Verification Procedure) | M | |
| ME 63 | Envelope to contain Postal Voting Statements (Verification Procedure) | M | |
| ME 71 | Envelope to contain Spoilt Ballot Papers, Postal Voting Statements and Ballot Paper Envelopes | M | |
| ME 60 | Envelope to contain Envelopes Received After Close of Poll or Undelivered and Spoilt Postal Ballot Papers returned too late | M | |
| ME 61 | Envelope to contain returned Postal Ballot Papers, Statements and/or Envelopes where one or more items lost | M | |
| ME 80 | List of Spoilt Postal Ballot Papers | D | |
| ME 80X | Envelope to contain List of Spoilt Postal Ballot Papers and List of Lost Postal Ballot Papers | M | |
| ME 81 | List of Lost Postal Ballot Papers | D | |
| ME 82 | List of Postal Ballot Papers Rejected – No Statement Received | D | |
| ME 82X | Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received | M | |
| ME 83 | List of Postal Ballot Papers Rejected – Statement Only Received | D | |
| ME 83X | Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received | M | |
| ME 68 | Declaration as to Number of Covering Envelopes in Ballot Boxes | D | |

Part 3 – POLLING STATION STAFF

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|---------|---|-----|--|
| ME 21 | Appointment of Presiding Officer | D | |
| ME 23 | Appointment of Poll Clerk | D | |
| LE 29 | Guidance for Presiding Officers and Poll Clerks (VAT zero rated) | T | |
| LE 29Co | Guidance Notes to go with LE29 for Combined Elections | FOC | |
| ME 291 | Guidance Notes concerning Tellers and Exit Polls (VAT zero rated) | D | |
| ME 46 | Certificate of Employment on Day of Poll | D | |
| ME 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 | |
| | <i>Identity badges are available for polling station staff – see Equipment List</i> | | |

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

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|--------|---|---|--|
| ME 6/1 | Directions for the Guidance of Voters Please call Shaw's for options on combinations, colours and vacancies | S | |
| ME 7/1 | Voting compartment notice Please call Shaw's for options on combinations, colours and vacancies | R | |
| LE 8 | Poster – Corrupt and Illegal Practices | S | |
| LE 43 | Poster – Offences at Elections | S | |
| LE 14 | Notice – Warning to Voters as to Personation and Voting More Than Once | R | |
| ME 18 | Declaration to be Made by Companion of Voter with Disabilities | D | |
| ME 11 | List of Persons to Whom Ballot Papers are delivered in consequence of an Alteration to the Register (by virtue of s13B(3B) or (3D) of Representation of the People Act 1983) | D | |
| ME 17 | List of Voters with Disabilities Assisted by Companions | D | |
| ME 35 | Questions to be Put to Voters | D | |
| ME 25 | Tendered Votes List | D | |
| ME 26 | List of Votes Marked by Presiding Officer | D | |

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|---------------|--|---|--|
| ME 26A | Statement of the Number of Votes Marked by the Presiding Officer | D | |
| ME 28 | Ballot Paper Account | D | |
| ME 86 | Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers | M | |
| ME 128 | Presiding Officer's Report on Occurrences at Polling Station | D | |
| ME 129 | Envelope to contain Presiding Officer's Report on Occurrences at Polling Station | M | |
| ME 130 | Envelope to contain Postal Votes Delivered to Polling Station | M | |
| ME 131 | List of Postal Votes Delivered to Polling Station | 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

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|--------|---|-------------------|--|
| ME 33 | Notice of Time and Place of Counting of Votes | D | |
| ME 37 | Notice by Candidate/Election Agent of Appointment of Counting Agent(s) | D | |
| ME 39 | Authority of Admission of Persons Attending Count | D | |
| ME 24S | Appointment of Count Supervisor | D | |
| ME 24 | Appointment of Counting Assistant | D | |
| ME 241 | Instructions to Count Supervisor (VAT zero rated) | E | |
| ME 242 | Instructions to Counting Assistant (VAT zero rated) | D | |
| ME 72 | Statement as to result of verification of Ballot Paper Accounts | D | |
| ME 74 | Verification of Contents of Ballot Box | D | |
| ME 31 | Declaration of Result of Poll | D | |
| ME 73 | Statement as to Rejected Ballot Papers | D | |
| ME 73A | Envelope to contain Rejected Ballot Papers | M | |
| LE 19 | Counting sheet – maximum 11 names – <i>supplied in 10's (tally sheet style)</i> | £5.45 (per 10) | |
| LE19X | Counting sheet – maximum 22 names – <i>supplied in 10's (tally sheet style)</i> | £7.60 (per 10) | |
| LE 151 | Booklet – Dealing with Doubtful Ballot Papers, Volume 1: Single Member Elections | £12.00 | |
| LE 152 | Booklet – Dealing with Doubtful Ballot Papers, Volume 2: Referendums and Multi-Member Elections | £12.00 | |

Part 6 – FORMS, etc. REQUIRED AFTER THE POLL

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| LE 40 | Declaration of Acceptance of Office – single form | D | |
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| POSTERS, FORMS AND ENVELOPES DISCOUNT PRICE TABLE | | | | | | |
|---|------------|---------|---------|---------|---------|---------|
| Quantity | PRICE CODE | | | | | |
| | D | E | M | R | S | T |
| 25 | £9.75 | £22.00 | £10.00 | £15.75 | £24.50 | £43.75 |
| 100 | £29.25 | £66.00 | £30.00 | £47.25 | £73.50 | £131.25 |
| 500 | £97.50 | £220.00 | £100.00 | £157.50 | £245.00 | £437.50 |

All forms are sold in multiples of 25. Fewer than 25 may be ordered but will be charged as 25.

Individually priced items can be purchased in any quantity.

VAT at the prevailing rate will be added where applicable.