



Please enter the **TOTAL** quantity required for each item.  
(See price list on last page for minimum quantities.)



## PRESIDING OFFICER'S SUNDRIES

CTXSDBAG	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	On application	
CTXSDR	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	On application	
CP	Conversion Packs for all combinations of elections/referendums are available. Details on request	On application	
SSP1	Packs of stationery sundries – see separate sundries contents list	£6.60	
SSP2	Packs of other stationery sundries – see separate sundries contents list	£3.95	
SSP3	Packs of notices – see separate sundries contents list	£5.35	
CTXSDF	Packs of forms – see separate sundries contents list	£2.98	
CTXSDP	Set of packets as included in sundries pack – see separate sundries contents list	£5.08	

## STAFF

CTX 2	Appointment of Deputy Counting Officer (general powers)	D	
CTX 2A	Appointment of Deputy Counting Officer (limited powers)	D	
CTX 21	Appointment of Presiding Officer	D	
CTX 23	Appointment of Poll Clerk	D	
CTX 23A	Appointment of Polling Observer	D	
CTX 29	Guidance for Presiding Officers and Poll Clerks	T	
CTX 46	Certificate of Employment on Day of Poll	D	
CTX 271	Summary of Provisions of R.P. Act as to Secrecy – Persons Attending at Polling Station and/or Verification/Counting of Votes	D	
CTX 211	Authority of Admission to Polling Station	D	
E 528	Staff Payment form – in triplicate on NCR paper	E	
E 529	Travelling Expenses form	D	
E 527	Tax Exemption form	D	

## POSTAL VOTING

CTX 49	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D	
CTX 69	Envelope to contain Appointments of Clerks at Issue and Receipt	M	
CTX 501	Summary of Provisions of R.P. Act as to Secrecy (Postal Voting)	D	
CTX 84	Envelope to contain Corresponding Numbers List for postal ballot papers	M	
CTX 59	Statement as to Postal Ballot Papers	D	
CTX 59X	Envelope to contain Statement as to Postal Ballot Papers	M	
CTX 53	Envelope for Marked Copies of Postal Voters List and Proxy Postal Voters List	M	
CTX 56	Envelope to contain Votes Rejected	M	
CTX 58	Envelope to contain Rejected Ballot Paper Envelopes	M	
CTX 62	Envelope to contain Rejected Votes (Verification Procedure)	M	
CTX 63	Envelope to contain Postal Voting Statements (Verification Procedure)	M	
CTX 55	Envelope to contain Cancelled Postal Ballot Papers	M	
CTX 71	Envelope to contain Spoilt Ballot Papers, Postal Voting Statements and Ballot Paper Envelopes	M	
CTX 60	Envelope to contain Envelopes Received After Close of Poll or Undelivered and Spoilt Postal Ballot Papers returned too late	M	
CTX 61	Envelope to contain returned Postal Ballot Papers, Statements and/or Envelopes where one or more items lost	M	
CTX 80	List of Spoilt Postal Ballot Papers	D	
CTX 81	List of Lost Postal Ballot Papers	D	
CTX 87	List of Cancelled Postal Ballot Papers	D	
CTX 80X	Envelope to contain List of Spoilt Postal Ballot Papers, List of Lost Postal Ballot Papers and List of Cancelled Postal Ballot Papers	M	

CTX 82	List of Postal Ballot Papers Rejected – No Statement Received	D	
CTX 82X	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M	
CTX 83	List of Postal Ballot Papers Rejected – Statement Only Received	D	
CTX 83X	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M	
CTX 85	List of Rejected Votes (Verification Procedure)	D	
CTX 85X	Envelope to contain List of Rejected Votes (Verification Procedure)	M	
CTX 68	Declaration as to Number of Covering Envelopes in Ballot Boxes	D	

### POLLING STATIONS

LGR 6	Directions for the Guidance of Voters <b>Please call Shaw's for options on combinations</b>	S	
CTX 7	Voting compartment notice <b>Please call Shaw's for options on combinations, colours and vacancies</b>	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	
<b>CTX 18</b>	<b>Declaration for the Companion of a Voter with Disabilities</b>	D	
CTX 18Co	Declaration for the Companion of a Voter with Disabilities – for use in combined polls	D	
<b>CTX 11</b>	<b>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)</b>	D	
<b>CTX 17</b>	<b>List of Voters with Disabilities Assisted by Companions</b>	D	
<b>CTX 35</b>	<b>Questions to be Put to Voters</b>	D	
<b>CTX 25</b>	<b>Tendered Votes List</b>	D	
<b>CTX 26</b>	<b>List of Votes Marked by Presiding Officer</b>	D	
<b>CTX 26A</b>	<b>Statement of the Number of Votes Marked by the Presiding Officer</b>	D	
CTX 28	Ballot Paper Account	D	
CTX 128	Presiding Officer's Report on Occurrences at Polling Station	D	
CTX 129	Envelope to contain Presiding Officer's Report on Occurrences at Polling Station	M	
CTX 86	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	M	
CTX 131	List of Postal Votes Delivered to Polling Station	D	
CTX 130	Envelope to contain Postal Votes Delivered to Polling Station. <i>See also secure wallet below</i>	M	
SECWT	Secure wallet for postal ballot papers handed in at polling station Black PVC – size 355 x 470mm		£5.30

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

### THE COUNT

CTX 33	Notice of Time and Place of Counting of Votes	D	
CTX 37	Notice of Appointment of Counting Observer	D	
CTX 39	Authority of Admission of Persons Attending Count	D	
CTX 24S	Appointment of Count Supervisor	D	
CTX 24	Appointment of Counting Assistant	D	
CTX 241	Instructions to Count Supervisor	D	
CTX 242	Instructions to Counting Assistant	D	
CTX 72	Statement as to Result of Verification of Ballot Paper Accounts	D	
CTX 74	Verification of Contents of Ballot Box	D	
CTX 31	Declaration of Result of Poll	D	
CTX 73	Statement as to Rejected Ballot Papers	D	
CTX 73A	Envelope to contain Rejected Ballot Papers	M	
LE 152	Booklet – Dealing with Doubtful Ballot Papers, Volume 2: Referendums and Multi-Member Elections		£12.00

<b>POSTERS, FORMS AND ENVELOPES DISCOUNT PRICE TABLE</b>						
<b>Quantity</b>	<b>PRICE CODE</b>					
	<b>D</b>	<b>E</b>	<b>M</b>	<b>R</b>	<b>S</b>	<b>T</b>
25	£9.75	£22.00	£10.00	£15.75	£27.25	£43.75
100	£29.25	£66.00	£30.00	£47.25	£81.75	£131.25
500	£97.50	£220.00	£100.00	£157.50	£272.50	£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.