



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

## PRESIDING OFFICER'S SUNDRIES



MCSDBAG	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	£19.25	
MCSDR	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	£18.25	
CP	Conversion Packs for all combinations of elections/referendums are available. Details on request	£6.65	
SSP1	Packs of stationery sundries – see separate sundries contents list	£8.24	
SSP2	Packs of other stationery sundries – see separate sundries contents list	£4.91	
SSP3	Packs of notices – see separate sundries contents list	£6.67	
MCSDF	Packs of forms – see separate sundries contents list	£3.72	
MCSDP	Set of packets as included in sundries pack – see separate sundries contents list	£6.33	

## CANDIDATES AND ELECTION AGENTS

<b>MC-AP</b>	<b>Election Agent's Pack (Comprises items below in shaded areas)</b>	£6.76 (each)	
MC 16	Guidance notes for Candidates	E	
MC 4	Nomination Paper	D	
MC 4H	Home Address Form	D	
MC 4A	Candidate's Consent to Nomination	D	
MC 4X	Registration of Political Parties – Notice and Certificate	D	
MC 5	Notice to Candidate as to Validity/Invalidity of Nomination Paper	D	
MC 3	Notice of Withdrawal of Candidature	D	
MC 36	Notice by Candidate as to Appointment of Election Agent	D	
MC 38	Notice by Candidate/Election Agent of Appointment of Polling Agent(s)	D	
MC 37	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
MC 52	Notice of Appointment of Agent(s) to Attend at Opening of Postal Voters Ballot Boxes	D	
<b>Expenses</b>			
MC 20	Declaration by Election Agent as to Election Expenses	D	
MC 20A	Return of Expenses	E	
MC 20C	Explanatory Notes for Completion of Return of Expenses	E	
MC 20B	Declaration by Candidate as to Election Expenses	D	
MC 44	Return of Expenses Required to be Authorised by Election Agent	D	
MC 45	Declaration as to Expenses Required to be Authorised by Election Agent	D	

## STAFF

MC 2	Appointment of Deputy Returning Officer (general powers)	D	
MC 2A	Appointment of Deputy Returning Officer (limited powers)	D	
LE 21	Appointment of Presiding Officer	D	
LE 23	Appointment of Poll Clerk	D	
LE 291	Guidance Notes Concerning Tellers and Exit Polls	E	
MC 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	D	
MC 211	Authority of Admission to Polling Station – for use by Deputy Returning Officer and other election staff	D	
MC 212	Authority of Admission to Polling Station – for use by Candidates, Election Agents, etc.	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

MC 76	Instructions to Staff – Issue of Postal Ballot Papers	D
MC 77	Instructions to Staff – Receipt of Postal Ballot Papers	D
MC 51	Notice by Returning Officer of Issue/Receipt of Postal Ballot Papers	D
MC 49	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D
MC 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)	D
MC 84	Envelope to contain Corresponding Numbers List for postal ballot papers	M
MC 59	Statement as to Postal Ballot Papers	D
MC 59X	Envelope to contain Statement as to Postal Ballot Papers	M
MC 53	Envelope for Marked Copies of Postal Voters List and Proxy Postal Voters List	M
MC 56	Envelope to contain Votes Rejected	M
MC 58	Envelope to contain Rejected Ballot Paper Envelopes	M
MC 62	Envelope to contain Rejected Votes (Verification Procedure)	M
MC 63	Envelope to contain Postal Voting Statements (Verification Procedure)	M
MC 55	Envelope to contain Cancelled Postal Ballot Papers	M
MC 71	Envelope to contain Spoilt Ballot Papers, Postal Voting Statements and Ballot Paper Envelopes	M
MC 60	Envelope to contain Envelopes Received After Close of Poll or Undelivered and Spoilt Postal Ballot Papers returned too late	M
MC 61	Envelope to contain returned Postal Ballot Papers, Statements and/or Envelopes where one or more items lost	M
MC 80	List of Spoilt Postal Ballot Papers	D
MC 81	List of Lost Postal Ballot Papers	D
MC 87	List of Cancelled Postal Ballot Papers	D
MC 80X	Envelope to contain List of Spoilt Postal Ballot Papers, List of Lost Postal Ballot Papers and List of Cancelled Postal Ballot Papers	M
MC 82	List of Postal Ballot Papers Rejected – No Statement Received	D
MC 82X	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M
MC 83	List of Postal Ballot Papers Rejected – Statement Only Received	D
MC 83X	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M
MC 85	List of Rejected Votes (Verification Procedure)	D
MC 85X	Envelope to contain List of Rejected Votes (Verification Procedure)	M
MC 88	List of Rejected Votes (Votes handed in to polling station/returning officer)	E
MC 88X	Envelope to contain List of Rejected Votes (Votes handed in to polling station/returning officer)	M
MC 68	Declaration as to Number of Covering Envelopes in Ballot Boxes	D

## POLLING STATIONS

LE 6	Directions for the Guidance of Voters <b><i>Please call Shaw's for options on combinations, colours and vacancies</i></b>	S
MC 7	Voting compartment notice <b><i>Please call Shaw's for options on combinations, colours and vacancies</i></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
MC 18	<b>Declaration for the Companion of Voter with Disabilities</b>	D
MC 18Co	Declaration for the Companion of Voter with Disabilities – for use in combined polls	D
MC 11	<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
MC 17	<b>List of Voters with Disabilities Assisted by Companions</b>	D
MC 35	<b>Questions to be Put to Voters</b>	D
MC 35Co	Questions to be Put to Voters – for combined elections	D
MC 25	<b>Tendered Votes List</b>	D
MC 26	<b>List of Votes Marked by Presiding Officer</b>	D
MC 26A	<b>Statement of the Number of Votes Marked by the Presiding Officer</b>	D

MC 28	Ballot Paper Account		D
LE 128	Presiding Officer's Report on Occurrences at Polling Station		D
LE 129	Envelope to contain Presiding Officer's Report on Occurrences at Polling Station		M
MC 86	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers		M
<b>MC 142</b>	<b>Ballot Paper Refusal List</b>		D
<b>MC 143</b>	<b>Voter Identification Document Evaluation Form</b>		E
LE 160	Return of Postal Voting Documents Form		D
LE 161	Envelope to contain Accepted Postal Voting Documents handed in to polling station – C4 25mm gusset. Supplied in 25s. <i>See also Secure Wallet below and Tamper Evident Security Labels to satisfy legislative requirement to seal.</i>	£16.25	
LE 162	Envelope to contain Completed Return of Postal Voting Document Form for Accepted Postal Voting Documents handed in to polling station – C4 25mm gusset. Supplied in 25s. <i>See also Secure Wallet below and Tamper Evident Security Labels to satisfy legislative requirement to seal.</i>	£16.25	
LE 163	Envelope to contain Rejected Postal Voting Documents and Accompanying Return of Postal Voting Documents Forms handed in to polling station – C4 25mm gusset. Supplied in 25s. <i>See also Secure Wallet below and Tamper Evident Security Labels to satisfy legislative requirement to seal.</i>	£16.25	
BBSV2	Tamper evident self-adhesive security labels – serially numbered, size 50mm x 90mm+tab – <i>supplied in 100s</i>	£39.00 (per 100)	
BBSV3	Tamper evident self-adhesive security labels – serially numbered, size 50mm x 160mm+tab – <i>supplied in 100s</i>	£57.00 (per 100)	
SECWT3	Secure wallet for postal ballot papers handed in at polling station. Custom card inserts available. Black PVC – size 355 x 470mm	£9.99	
SECWT4	Clear secure wallet for postal ballot papers handed in at polling station. Custom card inserts available. Clear PVC – size 355 x 470mm	£9.99	

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

#### THE COUNT

MC 33	Notice of Time and Place of Verification and Counting of Votes		D
MC 37	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)		D
MC 39	Authority of Admission of Persons Attending Count		D
MC 24S	Appointment of Count Supervisor		D
MC 24	Appointment of Counting Assistant		D
MC 72	Statement as to Result of Verification of Ballot Paper Accounts		D
MC 74	Verification of Contents of Ballot Box		D
LE 19	Counting sheet – maximum 11 names – <i>supplied in 10s (tally sheet style)</i>	£7.10 (per 10)	
LE 19X	Counting sheet – maximum 22 names – <i>supplied in 10s (tally sheet style)</i>	£10.00 (per 10)	

POSTERS, FORMS AND ENVELOPES DISCOUNT PRICE TABLE						
Quantity	PRICE CODE					
	D	E	M	R	S	T
25	£11.25	£25.00	£11.50	£18.25	£31.50	£51.00
100	£38.25	£85.00	£39.10	£62.05	£107.10	£173.40
500	£157.50	£350.00	£161.00	£255.50	£441.00	£714.00

**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.

**PRICES:** All prices shown were correct as at February 2024 but may be subject to change without notice.