



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

## PRESIDING OFFICER'S SUNDRIES



NPRSDBAG	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	On application	
NPRSDR	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	On application	
NPRCP	Various Conversion Packs are available to convert other Presiding Officer's Sundries into combined pack suitable for Neighbourhood Planning Referendums – ask for details	£4.95	
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	
NPRSDF	Packs of forms – see separate sundries contents list	£2.98	
NPRSDP	Set of packets as included sundries pack – see separate sundries contents list	£5.08	

## PERSONNEL

NPR 2	Appointment of Deputy Counting Officer (General Powers)	D	
NPR 2A	Appointment of Deputy Counting Officer (Limited Powers)	D	
NPR 21	Appointment of Presiding Officer	D	
NPR 23	Appointment of Poll Clerk	D	
NPR 23A	Appointment of Polling Observer	D	
NPR 29	Guidance for Presiding Officers and Poll Clerks	T	
NPR 46	Certificate of Employment on Day of Poll	D	
NPR 271	Summary of Provisions of R.P. Act as to Secrecy – Persons Attending at Polling Station and/or Verification/Counting of Votes	D	
NPR211	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

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

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

### POLLING STATIONS

LGR 6	Directions for the Guidance of Voters at the Referendum. <i>Also available for combined polls – ask for details</i>	S	
NPR 7	Voting compartment notice – Referendum. <i>Also available for combined polls – ask for details</i>	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>NPR 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 the Representation of the People Act 1983)</b>	D	
<b>NPR 17</b>	<b>List of Voters or Proxies with Disabilities Assisted by Companions</b>	D	
<b>NPR 18</b>	<b>Declaration for the Companion of a Voter or Proxy with Disabilities</b>	D	
NPR 18Co	Declaration for the Companion of a Voter or Proxy with Disabilities – for use in combined polls	D	
<b>NPR 25</b>	<b>Tendered Votes List</b>	D	
<b>NPR 26</b>	<b>List of Votes Marked by Presiding Officer</b>	D	
<b>NPR 26A</b>	<b>Statement of the Number of Votes Marked by the Presiding Officer</b>	D	
<b>NPR 35</b>	<b>Questions to be Put to Voters – Referendum</b>	D	
NPR 28	Ballot Paper Account	D	
NPR 86	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	M	
NPR 128	Presiding Officer’s Report on Occurrences at Polling Station	D	
NPR 129	Envelope to contain Presiding Officer’s Report on Occurrences at Polling Station	M	
NPR 131	List of Postal Votes Delivered to Polling Station	D	
NPR 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

NPR 33	Notice of Time and Place of Counting of Votes	D	
NPR 37	Notice of Appointment of Counting Observer	D	
NPR 39	Authority of Admission of Persons Attending Count	D	
NPR 24S	Appointment of Count Supervisor	D	
NPR 24	Appointment of Counting Assistant	D	
NPR 241	Instructions to Count Supervisor	E	
NPR 242	Instructions to Counting Assistant	D	
NPR 72	Statement as to Result of Verification of Ballot Paper Accounts	D	
NPR 74	Verification of Contents of Ballot Box	D	
NPR31A	Statement of Number of Ballot Papers Counted and Votes Cast	D	
NPR 31	Declaration of Result of Poll ( <i>bespoke form</i> )	D	
NPR 73	Statement as to Rejected Ballot Papers	D	
NPR 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.