

## Postal vote handling in the polling station or council office

There is now a requirement for a Postal Voting Document (PVD) form to be completed by every individual handing in postal votes in polling stations and council offices, as well as three additional packets to contain rejected votes, accepted votes, and the PVD for accepted votes. For 2024 we will be offering the relevant form and packets for separate purchase so that each authority can plan for the number of postal votes they expect to be handed in.

### FORMS & PACKETS

Code	Name	Price	Quantity
LE160	Return of Postal Voting Documents form – <i>supplied in 25s</i>	£11.25	
LE161	Envelope to contain accepted Postal Voting Documents handed in to polling station or council office (C4 gussetted) – <i>supplied in 25s</i>	£16.25	
LE162	Envelope to contain completed return of Postal Voting Document form for accepted postal voting documents handed in to polling station or council office (C4 gussetted) – <i>supplied in 25s</i>	£16.25	
LE163	Envelope to contain rejected Postal Voting Documents and accompanying return of postal voting documents forms handed in to polling station or council office (C4 gussetted) – <i>supplied in 25s</i>	£16.25	

Tick here if you require Welsh / bilingual versions of the above

### RELATED EQUIPMENT

Further equipment available, while stocks last. See Shaw's Election Equipment Catalogue and Price List on our website, [www.electionsupplies.co.uk](http://www.electionsupplies.co.uk)



Code	Name	Price	Quantity
BBSV2	Tamper evident security labels 50mm x 90mm + 10mm tab (small) (for legislative requirement to seal above envelopes) – <i>supplied in 100s</i>	£39.00	
BBSV3	Tamper evident security labels 50mm x 160mm + 10mm tab (large) (for legislative requirement to seal above envelopes) – <i>supplied in 100s</i>	£57.00	
SECWT3	Secure wallet for postal ballot papers handed in at polling station. Custom card inserts available. Black PVC – size 355 x 470mm. Seals available for separate purchase (see below).	£9.99	
SECWT4	Clear secure wallet. Custom card inserts / coloured inserts available. Clear PVC – size 355 x 470mm. Seals available for separate purchase (see below).	£9.99	
SECSL3	Button seals for SECWT3/SECWT4 secure wallet. Serially numbered – <i>supplied in 500s</i> SECSL3W (White) <input type="checkbox"/> , SECSL3O (Orange) <input type="checkbox"/> , SECSL3Y (Yellow) <input type="checkbox"/>	£29.00	
ELAS19	Elastic bands (for attaching form to rejected votes). 89mm x 1.5mm. Approx. 1,335 bands	£6.65	
ELAS36	Elastic bands (for attaching form to rejected votes). 127mm x 3mm. Approx. 460 bands	£6.65	

Order Form continues overleaf

## ORDER FORM

To: Shaw & Sons Limited, Shaway House, 21 Bourne Park, Bourne Road, Crayford, Kent DA1 4BZ

DX: 400700 Crayford

Tel: 01322 621100

E-mail: [electionsupplies@civica.co.uk](mailto:electionsupplies@civica.co.uk)

Please supply the items indicated on the front of this form.

Name .....

Authority .....

Address .....

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Tel. No. ....

Account No. ....

Purchase Order No.\* .....

\* Please note that orders will be processed for dispatch only if accompanied by a PO number or if payment has been made by procurement card.

Delivery address (if different to above) .....

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Signature .....

Important: Please supply your e-mail address to allow for confirmation of your order.

E-mail: .....