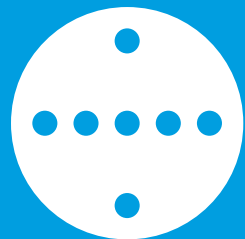# SHAW'S.
A Civica Group company

Supporting you to run **covid-secure elections**

SHAW'S.
A Civica Group company

Specialists in materials for elections

What our clients are saying:

"We have used Shaw's for years – we would not go anywhere else as not only is it about quality but also peace of mind. I know you will always deliver what you say when you say which is extremely reassuring."

London Borough of Hillingdon

"I have had a long standing relationship with Shaw's as election stationery supplier at a number of LAs over the years. Service has always been considerate and understanding, to enable elections to be run with assurance as to accuracy and legality of the forms and stationery."

London Borough of Watford

"We've been sourcing our election supplies from Shaw's for many years now because they offer the most comprehensive range of items and the customer service is excellent. They are always open to new ideas too, so we can relax in the knowledge that the product range will meet our needs."

Camden London Borough Council

"We could not fault the service we received from Shaw's this year and every other year. Nothing was too much trouble and every email or phone call was acted on and delivered in record time."

East Cambridgeshire District Council

Welcome to

YOUR ONE STOP SHOP FOR ELECTION MATERIALS.

The Elections Team at Shaw's continues to supply comprehensive election materials and equipment to nearly all of the UK's local authorities.

In this, our equipment catalogue for 2021, you will find numerous products, large and small, that have been designed to make the administration of your elections and referendums as trouble-free as possible.

Our extensive product range has been developed over many years, in collaboration with the Association of Electoral Administrators, the Electoral Commission and the Cabinet Office. By combining our experience with insights from these organisations, we ensure that our product range is practical, useful and conforms with all relevant legislation and guidance.

This year Shaw's can support elections colleagues with the additional challenge of creating Covid-secure polling stations and count venues. On pages 10-11 you will find various items that you have indicated you will need to ensure protection for staff and voters on polling day.

Please note that we welcome suggestions for additional products. In fact, many of our new products for this year have been added at customers' requests. Therefore if you have an idea for a product that will enhance the administration of your elections, please do get in touch.

Kelly Larwood
Director

CONTENTS

SHAW'S PRESIDING OFFICER'S SUNDRIES PACK

Ref: SSP3 *(on right column, see Pack 3)*

The comprehensive Sundries Pack comprises all five of the packs shown on these two pages and is supplied in an environmentally-friendly, re-usable wallet. The wallet comes with a matching pencil case and both these items can be returned to Shaw's for credit and re-use (see below). Alternatively, the five individual packs can be purchased separately to refill existing wallets. The Sundries Pack contents are reviewed annually in the light of feedback from users and therefore may vary slightly from those shown here.

Please contact us to discuss bespoke options for large quantity orders.

Note that for Welsh elections, bilingual versions of the notices, forms and packets are supplied.

Illustrations show contents for English local government elections.

SAVE MONEY, SPACE & TIME WITH SHAW'S SUNDRIES PACK RECYCLING SCHEME
Did you know that if you have ever ordered sundries packs from us, you could benefit from either of our schemes to help you save money or free up storage space and prepare for future polls?

SAVE MONEY
Save £££s – and promote green policies – when ordering your sundries by purchasing our exceptional value refill packs. These can easily be inserted into your existing wallets to create complete sundries packs.

SAVE SPACE AND TIME
Short on storage space? Don't want to spend time refilling your existing wallets? You could return your used wallets and pencil cases – with or without leftover contents – to us, earning substantial credit to redeem against future purchases of complete sundries packs.

For every wallet that passes our quality check you will receive 50p credit and 25p credit for each pencil case which can be used at your discretion for any future orders.

Please contact us for further information.

Pack 1 – Stationery   Ref: SSP1

2 x HB pencils, with eraser (HBP1)
6 x ballot pencils with rubber cap (BAP100)
Double barrel pencil sharpener with shavings collector (EPS1)
Pair of scissors (ESS1)
String (EBS1)
Box of 50 drawing pins (DRP151)
Roll of adhesive tape (EAT1)
Pack of Shaw's White Tack (EWT1)
2 x ballpens (BAP201)

Pack 2 – Other Stationery   Ref: SSP2

12" ruler (ERUL)
3 x plain adhesive labels (SAL1)
Clear plastic sack (CPS100)
Black plastic sack (OPS100)
Green plastic sack (GPS100)
3 x cable ties (KPL01)
Ballot paper magnifier (MAG1)

Pack 3 – Notices   Ref: SSP3
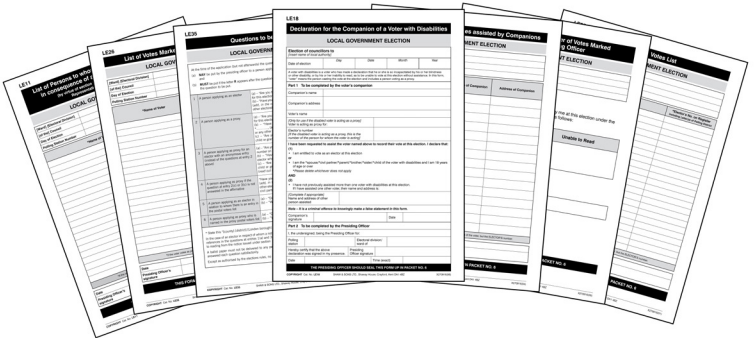
3 x large POLLING STATION signs (paper) (LE104)
3 x small POLLING STATION signs (paper) (LE102)
OPENING TIMES sign (paper) (LE109)
3 x WAY IN signs (paper) (LE100)
2 x WAY OUT signs (paper) (LE101)
2 x strips of five direction arrows (paper) (LE100X)
2 x DISABLED ACCESS signs (paper) (LE105)
WELCOME TO YOUR POLLING STATION sign (paper) (LE10)
NO SMOKING sign (paper) (LE106)
PLEASE SWITCH OFF MOBILE PHONES sign (paper) (LE107)
2 x COLLECT BALLOT PAPERS HERE signs (paper) (LE103)
YOU MAY USE YOUR OWN PEN sign (paper) (LE99)

Pack 4 – Forms   Ref: LESDF

Questions to be put to voters (LE35)
Tendered votes list (LE25)
10 x declaration by companion of voter with disabilities (LE18)
List of voters with disabilities assisted by companions (LE17)
List of votes marked by Presiding Officer (LE26)
Statement of number of votes marked by Presiding Officer (LE26A)
List of persons to whom ballot papers are delivered in consequence of an alteration to the register (LE11)

Pack 5 – Packets   Ref: LESDP

No. 2 – The unused and spoilt ballot papers (paper sack with adhesive label included) (LEPKT2)
No. 3 – The tendered ballot papers which have been marked by voters (LEPKT3)
No. 4 – The marked copy of the register, list of postal voters and list of proxies (LEPKT4)
No. 5 – Certificates of employment on the day of the poll (LEPKT5)
No. 6 – The tendered votes list, list of votes marked by PO, statement of number of votes marked by PO, list of voters with disabilities assisted by companions, declarations made by companions of voters with disabilities, and list of persons to whom ballot papers are delivered in consequence of an alteration to the register (LEPKT6)
No. 7 – Ballot paper account (LEPKT7)
No. 8 – Appointments of PO and poll clerks (LEPKT8)
No. 9 – Corresponding number lists (LEPKT9)
No. 0 - Additional packet for use if required (LEPKT0)

VOTING SCREENS

VotePod®: Compact Portable Voting Booth

VotePod®

Designed and manufactured in the UK

- Easy to wipe clean
- Ideal for socially distant configuration
- Lightweight and durable
- Compact and easily portable
- One person assembly
- Folds flat for ease of storage
- No tools or separate fixings required
- Adjustable height and width for accessibility
- Available from stock (subject to quantity)

Shaw's are aware of the multiple logistical challenges local authorities face when distributing voting booths to their respective polling stations and recognise that it is not always ideal to use a traditional wooden booth in all locations. We listened to the typical issues encountered by elections staff, and are delighted to offer our solution, the Shaw's VotePod® – an ingenious, compact, adaptable, portable and, above all, affordable voting booth which can be easily lifted and assembled by a single person.

Of contemporary design and robust structure, the VotePod® requires no tools or separate fixings for assembly, features a durable silver stoved enamel finish steel frame with detachable vinyl privacy screen and weighs under 15kg.

Its clever design ensures inclusivity as it features two writing surface levels and two shelves for use in two modes, either standard or accessible. Available to purchase in either standard or accessibility mode, the VotePod® can be easily converted into the other mode simply by changing the writing surface shelf.

Ideal for transport in most small cars, the VotePod® disengages easily into 5 smaller separate components (or 6 with the purchase of an additional shelf for use in both modes) and stores flat for ease of portability and storage.

See opposite for full list of available accessories.

VotePod® is designed and manufactured in the UK.

Shaw's VotePod®

Ref: VP01
Open size: H1850mm x W720mm x D600mm
Folded size: H935mm x W712mm x D100mm
Single polling booth unit with wraparound vinyl privacy screen and rectangular writing surface shelf

Shaw's Accessibility VotePod®

Ref: VP02
As per VP01 but has a trapezium shaped writing surface shelf to enable use of Shaw's VotePod® for disabled voters. Creates an opening width of 800mm, when outer legs are adjusted as necessary to fit trapezium shelf on lower level.

VotePod®   *Accessibility VotePod®*

"We purchased 80 VotePods, and the staff said that they were really good and really light. We watched the video clip which was very useful."
Somerset West and Taunton Council

"Super. Staff who used them said they were really easy to use. Lightweight, don't take up much space."
Warwick District Council

VotePod® Optional Accessories

Storage and transportation bag
Ref: VP05
Nylon bag to enable ease of storage and transportation of Shaw's VotePod®

4-way connector piece
Ref: VP06
Enables multiple standard VotePod® units to be joined together in numerous configurations
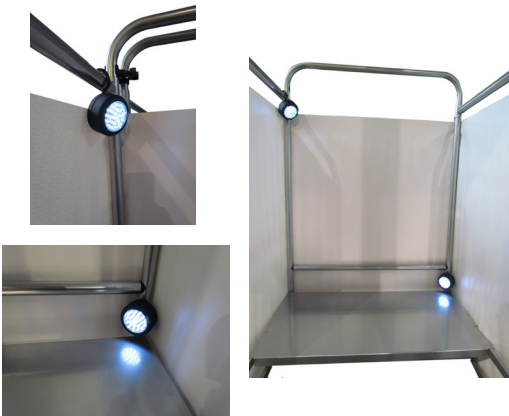

Polling booth light – 24 LED lamp with hook and magnet
Ref: EL6
70mm
24 LED lamp with hook and magnet ideal for providing additional focused lighting in dull conditions, this super bright 70mm light is supplied with three fitted AAA batteries as well as an additional pack. Its rotating hook enables the lamp to be hung and angled as required (please note we cannot guarantee suitability for other models of voting booth). Alternatively, a useful magnet on the back allows it to be fixed directly on the VotePod® framework itself.

Please note that a screwdriver is required to remove a plastic tab from the battery compartment prior to first operation.

Polling booth light – High performance COB LED lamp with hook and magnet
Ref: EL7
218 x 60 x 34mm
Super bright 3W COB 220 lumens lamp with on/off button. Supplied with 4 fitted AA batteries as well as an additional pack. Rotating hanging hook enables light to be angled as required (please note we cannot guarantee suitability for other models of voting booth). Alternatively, three magnets on reverse can be affixed anywhere on the VotePod® framework itself.

Additional AAA alkaline batteries
Ref: ELAAA
Supplied in packs of 3. For use with 24 LED polling booth lights (EL6) and Shaw's torches (p15).

Additional AA alkaline batteries
Ref: ELAA
Supplied in packs of 4. For use with Shaw's high performance COB LED polling booth lights only (EL7).

A3 clear plastic wallet
Ref: CPW2
For affixing to screen for insertion of A3 polling booth notices

Luggage tag for VotePod® carry bag
Ref: VP01/50: Yellow accessibility tags
Ref: VP01/51: Orange standard tags
Identify the contents of the VotePod® carry bag as well as the location they will be used in with our coloured tags (including a printed card insert).

Writing surface shelf for converting Shaw's VotePod® and Accessibility VotePod®
Ref: VP03
Rectangular writing surface shelf. Can be used to adapt VP02 into use in standard mode
Ref: VP04
Trapezium shaped writing surface shelf. Can be used to adapt VP01 into use in accessibility mode

Additional privacy screen for VotePod®
Ref: VP07
Detachable vinyl privacy screen in white

Privacy screens are also available to special order (at additional cost) with bespoke print, e.g. a local authority's name and logo, subject to a minimum order of 5. Contact us for a quote.

VOTING SCREENS

Traditional Wooden Voting Screens

Shaw's popular and trusted traditional wooden voting screens are craftsmen-made in the UK to order. Competitively priced, they are robust, portable and fold flat for easy storage.

Single voting screen
Ref: VSS
H1870mm x W670mm x D635mm. W: 11KG

Double voting screen
Ref: VSD
H1870mm x W1310mm x D635mm. W: 24KG

Single voting screen for disabled voters
Ref: VSSD
Wider and with lower shelf for easy access
H1870mm x W860mm x D635mm. W: 14KG

Combined single/disabled voting screen
Ref: VSC
H1870mm x W1500mm x D635mm. W: 24KG

Budget single voting screen
Ref: VSSB
Lighter construction and lighter weight, this wooden voting screen features a triangular shelf
H1870mm x W820mm x D600mm
W: 8KG

VSS   *VSD*

VSSD   *VSC*   *VSSB*

Shelf height is 910mm in all standard voting compartments and 790mm in disabled compartments

Cardboard Table-top Voting Screen

Cardboard table-top voting screen
Ref: VSTT1
Easy assembly – from flat-packed sheet to voting screen in seconds.
Designed for single use and ideal for very small polling stations.
Heavy grade 4.5mm thick shiny white cardboard, complete with plastic loop for attaching ballot pencil.
Safety edges to avoid paper cuts.
H800mm x W590mm x D490mm
Supplied in 5s

BALLOT BOXES

Plastic Ballot Boxes

50 litre plastic ballot box
Ref: SBBP
470mm (h) x 450mm (w) x 350mm (d)
These well-designed and practical ballot boxes are specially made for Shaw's.

In specifying these boxes, our requirements were: compact stacking of boxes and lids for easy storage; robust, long-lasting construction; and, most important of all, a very low price.

The boxes use up to four Shaw's arrow-lock seals with easy release tabs (BBS3) for the lid and a plastic 'padlock' seal (BBS4) for the flap that covers the slot (although a conventional tie seal may also be used for this). Ten seals (8 x BBS3 and 2 x BBS4) are included with each box.

Colour: all black

- Robust, durable plastic construction
- Boxes nest inside each other for compact storage
- Lids store within boxes and can also stack on one another
- Lids are recessed to allow boxes to stack on top of one another
- Hinged flap to seal slot
- SBBP lids use up to four Shaw's arrow-lock seals with easy release tabs. These are low cost and are much neater than cable-tie type seals
- Slot uses one plastic 'padlock' seal
- 10 seals included with each box
- Self-adhesive clear plastic wallet can be supplied for labelling purposes – CPW1/CPW3, see page 8
- Easy to wipe clean
- Generous bulk discounts available

BALLOT BOX TROLLEYS

Ballot box trolley
Ref: SBBT4
Shaw's premium ballot box trolley has an easy-fold action with telescopic handle. It is fitted with two rubber bungee cords to secure the ballot box.
Size open 90cm high x 25cm wide x 23.5cm deep; folded 44cm high x 25cm wide x 7.8cm deep.
Weight 1.54kg.
Carries up to 35kg.

Folding hand truck
Ref: SBBT6
This folding hand truck has a lightweight aluminium frame, with a rubber grip handle. Toe plate and wheels open simultaneously. Complete with elasticated strap.
Size open 100cm high x 39cm wide x 40cm deep; folded 63cm high x 40cm wide x 5.5cm deep.
Carries up to 70kg.

BALLOT BOX ACCESSORIES

Clear plastic wallet
With adhesive back, for displaying notices.
A4 – **CPW1** (ideal for Shaw's Plastic Ballot Boxes)
A5 – **CPW3**

Bungee cord
Ref: EBC1200
Strong elastic flat bungee with plastic hooks at each end. Ideal for securing ballot boxes on to trolleys/hand trucks, etc.
1200mm long x 20mm x 5mm

Ballot paper compactor
Ref: LE120
Strong plastic. Compacts ballot papers within ballot box to create extra space
Length 52cm

Security seal cutters
Ref: BBSC
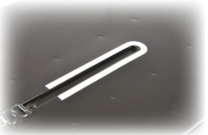6" (150mm) cutters for safely removing ballot box seals, etc.

Slot highlighters
Ref: SLH2
White self-adhesive strips to highlight the slot on Shaw's plastic ballot boxes (SBBP) for voters with poor vision
Supplied in 100s

Ref: SLH1
White self-adhesive strip to highlight the slot on traditional metal ballot boxes for voters with poor vision

Supplied in 10s

SECURITY SEALS FOR BALLOT BOXES

Ballot box seal
Ref: BBS3
Grey arrow-lock seals with easy release tabs, for use with Shaw's plastic ballot box (SBBP)
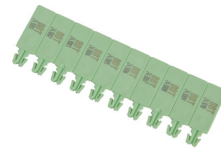Serially numbered, supplied in 500s

Plastic 'padlock' ballot box seal
Ref: BBS4
White padlock-style seal, ideal for sealing the flap over the slot of Shaw's plastic ballot box (SBBP and the now discontinued SBBPL)
Serially numbered, supplied in 100s

Envo ballot tags
Ref: BBT
For sealing Shaw's previous style EnvoPak folding ballot box (with a white base, now discontinued).
Light green
Serially numbered, supplied in 100s

Tamper evident self-adhesive ballot box seals
Ref: BBSV3
Black seals featuring a tamper-evident surface that leaves a "VOID" pattern on the label when the label is lifted. Tear-off tab with copy of serial number for recording purposes. This security seal is ideal for preventing undetected access to any type of ballot box. Cannot be removed or switched to another piece of equipment without detection.
45mm x 175mm + tab
Serially numbered, supplied in 100s

Traditional ballot box seal
Traditional plastic pull-secure seals
Serially numbered, supplied in 100s
Ref: BBSS1
170mm tail length, green
Ref: BBSM
260mm tail length, yellow
Ref: BBSSX
180mm tail length, orange
Tug-tight version of BBSS1 security seal which can be removed with security seal cutters (see previous page)

Arrow-lock ballot box seal "Linpac"
Ref: BBS2
White. Serially numbered, supplied in 500s

Metal padlock
Ref: MPL10
With three keys, for ballot box
Supplied in 10s

Keyless padlock
Ref: KPL11
Traditionally used with metal ballot boxes
Supplied in 10s

Plastic seals for keyless padlock
Ref: KPL21
Serially numbered, supplied in 100s

COVID-19 SECURE ELECTIONS

VotePod® wipe-clean polling booth / Freestanding sanitisation station
Ref: VP01 (Standard mode)
Ref: VP02 (Accessibility mode)
The Shaw's VotePod® comes into its own in a post COVID-19 world. Not only is it an ingenious, compact, adaptable, portable and affordable voting booth which can be easily lifted and assembled by a single person, VotePod® also:
- Is a freestanding single voting booth, which can be easily configured to the appropriate social distancing requirement.
- Comprises a steel frame and wraparound vinyl privacy screen, both of which can be wiped clean easily to ensure a safe and hygienic environment.
- Is pharmaceutical industry approved as a freestanding sanitising or testing station – ideal for use at the polling station entrance for voters to use as a sanitisation station.

See pages 4-5 for the full product description and suite of accessories.

Multi-purpose freestanding sign holder with shelf for hand sanitiser and 'Hand sanitising station' signage
Ref: LE132-SAN
Our new freestanding sign holder has been adapted for creating Covid-19 secure polling station and count venues.
It includes a removeable shelf for positioning hand sanitiser gel (ideal for use with Shaw's 500ml bottles). and is supplied with a double-sided board emblazoned with the slogan 'HAND SANITISING STATION'.
The sanitising shelf and signpost can be used at the entrance of the polling station or the count venue, and replacement fully customisable boards can be supplied (at additional cost) and the shelf removed if necessary to maximise flexibiltiy of use for future elections. See page 12 for more information on using the signpost for other electoral applications.
Full details available on separate order form.
Shelf requires no additional tools for assembly.
Shelf dimensions 120mm x 120mm

HAND SANITISING STATION

Wipe-clean polling booth writing board
PVC mat for use with Shaw's wooden polling booths to allow for wiping clean voting area between uses.
Ref: VSSWB for VSS single wooden voting screens
Ref: VSSDWB for VSSD disabled wooden voting screens

Ballot pencils without cap
Ref: BAP200
Supplied without rubber cap
Supplied in 100s

Polling station safety signage kit
Ref: ECS001
A single kit comprising signage to make a polling station Covid-19 secure.
The pack contains :
2 x PLEASE MAINTAIN SOCIAL DISTANCING (ECS002)
2 x ONE WAY SYSTEM IN OPERATION (ECS003)
2 x PLEASE SANITISE HANDS BEFORE ENTERING THE POLLING STATION (ECS004)
2 x FACE COVERINGS MUST BE WORN AT ALL TIMES IN THE POLLING STATION (ECS005)
2 x YOU MAY USE YOUR OWN PEN OR PENCIL (ECS006)
Contents may differ slightly from illustration.
Posters available to order separately if preferred

ATTENTION — PLEASE MAINTAIN SOCIAL DISTANCING

ATTENTION — ONE WAY SYSTEM IN OPERATION

STOP — PLEASE SANITISE HANDS BEFORE ENTERING THE POLLING STATION

FACE COVERINGS MUST BE WORN AT ALL TIMES IN THE POLLING STATION

YOU MAY USE YOUR OWN PEN OR PENCIL IF PREFERRED

Circular floor stickers
Circular social distancing floor stickers and directional floor graphics. Removable floor stickers for hard floors and short pile carpet tiles. Anti-slip. 300mm diameter
Ref: ECS033 (Safe distance)
Ref: ECS034 (One way system)
Ref: ECS035 (Stand here to queue)

PLEASE KEEP A SAFE DISTANCE APART

STAND HERE TO QUEUE

ONE WAY SYSTEM IN OPERATION

Pavement sign
Ref: LE108SD
'Ecoflex' polling station pavement sign. This portable, long-life sign comprises an aluminium panel with a sturdy recycled PVC base. The panel's flexibility allows the sign to withstand winds of over 70mph. Assembles in seconds, yet stores in a compact space. Two-sided with arrows.
Panel size 685mm x 460mm

ATTENTION — PLEASE MAINTAIN SOCIAL DISTANCING
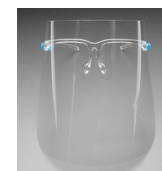
Covid-19 Secure Elections continued

Face shields
Ref: EST030
Designed for whole face protection from any droplet, etc, this safety face shield has a unique non-intrusive wrap-around design which provides protection from all sides and unrestricted visibility.
Suitable for use with spectacles and comfortable to wear for long periods.
Supplied flat.

3 ply blue face masks
Ref: EST023
Disposable filter 3 ply comfortable and breathable masks
Supplied in 10s

Hand sanitiser 500ml
Ref: EST029
500ml bottle of hand sanitiser, ideal for use by voters at entrances to polling stations
70% alcohol content
Conforms to EN1276 and EN1500

Hand sanitiser 50ml
Ref: EST022
50ml bottle of hand sanitiser, ideal for personal use by staff in polling stations and count venues
70% alcohol content
Conforms to EN1276 and EN1500

Disinfectant wipes
Ref: EST020
Pack of extra strong antibacterial wipes
50 wipes per pack
Quickly kills 99.9% of bacteria

Multi-purpose surface disinfectant with trigger spray
Ref: EST031
Ideal for use in polling stations and count venues for sanitising items where shared use is unavoidable
750ml bottle which conforms to EN 3697:2015 + A1:2019 and EN14476:2013 + A2:2019

Gloves
Ref: EST025
Large clear vinyl powder free latex free gloves
Supplied in 10s (5 pairs)

Plastic sack
Ref: BPS100 (blue)
Ref: YPS100 (yellow)
Ref: RPS100 (red)
860mm x 736mm with 457mm gusset (40 micron)
Ideal for disposal of used PPE
Supplied in 100s

Door stoppers
Ref: EST032
Ideal to keep doors open to minimise touching of handles and maximise ventilation.
Supplied in packs of 5.

Count venue safety signage kit
Ref: ECS011
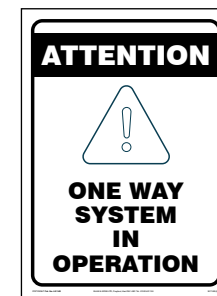A single kit comprising signage to make a count venue Covid-19 secure.
The pack contains :
2 x PLEASE MAINTAIN SOCIAL DISTANCING (ECS002))
2 x ONE WAY SYSTEM IN OPERATION (ECS003)
2 x PLEASE SANITISE HANDS BEFORE ENTERING THE COUNT (ECS012)
2 x FACE COVERINGS MUST BE WORN AT ALL TIMES IN THE COUNT VENUE (ECS013)
Contents may differ slightly from illustration.
Posters available to order separately if preferred

ATTENTION — ONE WAY SYSTEM IN OPERATION

ATTENTION — PLEASE MAINTAIN SOCIAL DISTANCING

FACE COVERINGS MUST BE WORN AT ALL TIMES IN THE COUNT VENUE

STOP — PLEASE SANITISE HANDS BEFORE ENTERING THE COUNT

Hazard warning tape
Ref: EST028
Diagonally striped durable self-adhesive PVC warning tape
Suitable for floor and hazard marking, and for marking appropriate social distance
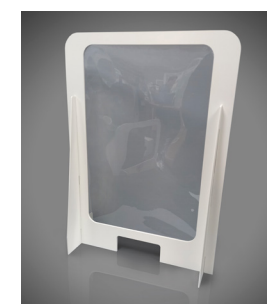Supplied in rolls of 33m lengths

Table top sneeze screen with aperture
Ideal for protecting staff at the polling station and the count. Intended for table top use. Supplied flat packed.
Size: 1100mm high x 800mm wide.
Visible area: 900mm high x 600mm wide.
Ref: ECS041 for foam PVC sneeze screen (left)
Ref: ECS042 for cardboard sneeze screen (right)

SIGNAGE

Pavement sign
Ref: LE108

'Ecoflex' polling station pavement sign. This portable, long-life sign comprises an aluminium panel with a sturdy recycled PVC base. The panel's flexibility allows the sign to withstand winds of over 70mph. Assembles in seconds, yet stores in a compact space. Two-sided with arrows.
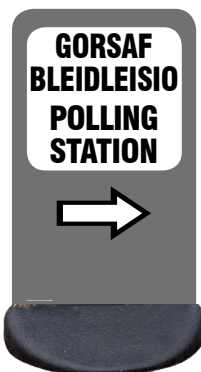Panel size 685mm x 460mm
These signs are available with bespoke wording, e.g. a local authority's name and logo.

Ref: LE108BL   **Ref: LE108SC**

Bespoke examples:

Rigid Correx (lightweight plastic) signs
LE104B POLLING STATION, 508mm x 680mm
LE105B DISABLED ACCESS, reversible, 156mm x 720mm
LE117B DISABLED PARKING ONLY, A3
LE100B WAY IN, reversible,* 127mm x 570mm
LE101B WAY OUT, reversible, 127mm x 570mm
LE102B POLLING STATION, 127mm x 720mm

Banners
PVC banners with brass eyelets:
LE102A POLLING STATION, 127mm x 720mm
LE104A POLLING STATION, 625mm x 915mm
LE100A WAY IN, reversible,* 127mm x 570mm
LE101A WAY OUT, reversible,* 127mm x 570mm
One side of the banner has the arrow pointing to the left and the other side has the arrow pointing to the right.

Cable ties
Ref: KPL01
Ideal for attaching signs to fences, posts, etc.
Nylon, 295mm long
Supplied in 100s

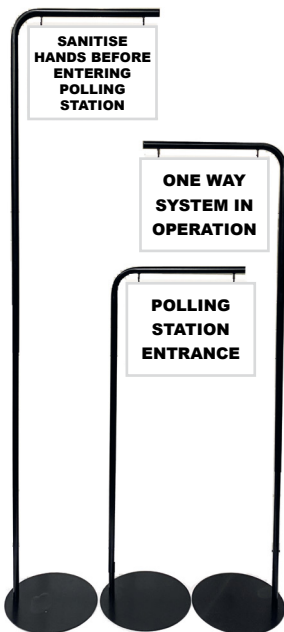## Multi-purpose freestanding sign holder
Ref: LE132
Our new freestanding sign holder can be used for multiple electoral purposes: at the polling station where noticeboards are not conveniently positioned (e.g. for generic signage such as 'Polling Station Entrance', signage to request voters have their ID ready, or for displaying polling station notices) as well as at the count (e.g. for indicating ward).
Suitable for internal use, this sign holder is robust, long-life and portable. It has three easily adjustable height settings (1,280mm, 1,720mm and 2,150mm), has a sturdy base, and is supplied with a hanging board manufactured from a HIPs plastic material. The hanging board itself is available in a choice of size format – oversized A3 or A2 (in portrait only) – and can be supplied plain (to allow multiple use options using our associated accessories or pre-printed to order (price on application and subject to quantity).
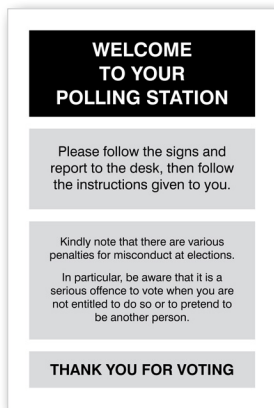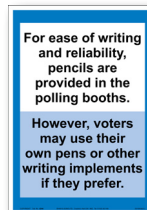Full details available on separate order form.

Paper signs
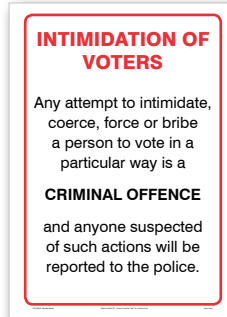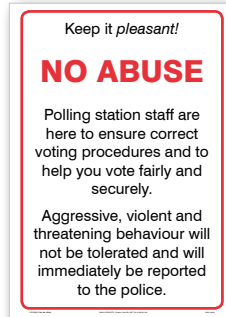**LE104** POLLING STATION, 450mm x 640mm
LE102 POLLING STATION, 125mm x 640mm
LE100X Arrowheads, in strips of five
LE100Y Arrowheads, in strips of five on adhesive backing
LE109 OPENING TIMES, A3
LE103 COLLECT BALLOT PAPERS HERE, A4
LE10 WELCOME TO YOUR POLLING STATION, A2
LE100 WAY IN, 125mm x 640mm
LE101 WAY OUT, 125mm x 640mm
LE105 DISABLED ACCESS, 180mm x 640mm
LE106 NO SMOKING, A4, red and black
LE107 PLEASE SWITCH OFF MOBILE PHONES, A4, red and black
LE99 YOU MAY USE YOUR OWN PEN, A4, blue and black

Paper signs *(not included in sundries packs)*
LE116 NO PHOTOGRAPHY, A3, red and black
LE106V NO SMOKING OR VAPING, A4, red and black
LE98 NO DOGS ALLOWED, A4, red and black
LE122 NO ABUSE, A3, red and black
LE123 INTIMIDATION OF VOTERS, A3, red and black

(Except for the largest ones, paper signs are supplied in 10s)

BESPOKE SIGNAGE
Please note that we are able to quote on other types of signage, not limited to those shown here.

We have produced bespoke signage for many authorities, including overhead ward signage and new panels for existing sign holders.

Bilingual Welsh/English Signs
All the above signs, except LE100A, LE101A and LE105B, are available in bilingual Welsh/English format. The product references are the same but suffixed "BL".

OTHER POLLING STATION EQUIPMENT

High-visibility vest for polling station staff
Printed with **POLLING STATION STAFF** on the back. Note that larger sizes should be ordered if vests are to be worn over a coat, etc.

EVPS	Small (36" to 38" chest)
EVPM	Medium (39" to 41" chest)
EVPL	Large (42" to 44" chest)
EVPXL	X Large (45" to 48" chest)
EVPXXL	XX Large (49" to 52" chest)
EVPXXXL	XXX Large (53" to 57" chest)

These vests can be customised with an authority name on the back and/or logo on the front (min. order 10 vests). Any other wording is also available to special order, e.g.:

ELECTION STAFF
DEMOCRATIC SERVICES TEAM
ELECTORAL REGISTRATION
VOTER REGISTRATION

Some examples of bespoke vests are shown below.

Free-standing notice board
Ref: LE119
Ideal for use in polling stations without available notice boards or wall space. Aluminium-framed grey felt notice board 1200 x 900mm. Takes pins and velcro dots. Supplied with folding tripod easel in compact carry bag.

Floor sign
Ref: LE118M
Lightweight adjustable multi-purpose floor standing sign holder for internal use. Chrome-plated metal telescopic pole, plastic lever lock and black plastic T-piece. 240mm diameter steel base. Extends from 800mm–1550mm high. With black plastic frame with card insert to take an A3 printed paper sheet each side. Frame can be used landscape or portrait.

Multi-purpose freestanding sign holder
Ref: LE132
Our new freestanding sign holder can be used for multiple electoral purposes: at the polling station where noticeboards are not conveniently positioned (e.g. for generic signage such as 'Polling Station Entrance', signage to request voters have their ID ready, or for displaying polling station notices) as well as at the count (e.g. for indicating ward). See page 12 for more information. Full details available on separate order form.

Wheeled and lidded storage container
Ref: SBBT5
Large wheeled and lidded storage container/cart. Rigid clip-on lid. Two large rubber-coated wheels allow the box to be pulled along easily by lifting the other end. Nests when empty and stacks when full. Can be sealed with two standard ballot box seals (/BBSM). Black with grey lid. Size 80cm long x 39cm wide x 40cm high (66/29/34cm internal). 90 litres capacity

Collapsible "boot cart" trolley
Ref: SBBT2
A multi-purpose trolley ideal for carrying election supplies. This lightweight and durable plastic trolley folds into an easy-to-carry compact case. Unfolds in seconds. Reinforced base, clip-on side supports for extra strength, telescopic aluminium handle with contoured grip and rubber tyres. Size open 83.3cm high x 39.2cm wide x 33.5cm deep; folded 41.2cm x 40.1cm x 8.5cm. Weight 2.2kg. Carries up to 25kg Black and yellow

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Other Polling Station Equipment continued

Polling station First Aid kit
Ref: EFAK
A compact kit containing useful items for minor injuries, including paper cuts. This low-cost kit is ideal for polling stations and counts.
Contents*:
2 alcohol prep pads
2 sterile pad
8 plasters
1 pair of gloves
1 bandage
1 pair of scissors
3 safety pins
20 cotton swabs
– all in a nylon pouch

* Note that appearance and contents may vary slightly from those shown
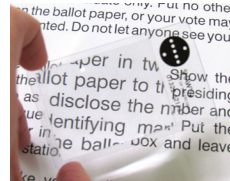
Ballot pencils
Ref: BAP100
With holed rubber cap for attachment to voting screen
Supplied in 100s

Ballot paper magnifier
Ref: MAG1
Credit card sized magnifier to assist persons with impaired vision

Presiding Officer's carry case
Ref: EB2
This useful bag features an adjustable shoulder strap, pen and business card holders and a zipped front pocket
42cm x 34cm x 8cm
Bags can be screen printed on the front flap with customer's own wording and logos, subject to a minimum order of 50

Clipboard
Ref: EST003
Blue durable plastic clipboard for holding A4 documents
Pen holder space in clip
Ruler markings down both long edges

Permanent marker
Ref: EST004
Can be used on most surfaces including plastic, wood, card and metal
Waterproof, smearproof and weather-resistant
Quick-drying, low odour ink
Bullet tip 2mm line width, black ink

Identity badge holder
Ref: ID50
Plastic holder with metal clip.
Supplied in 10s

Lanyard
Ref: IDLAN1
Black lanyard with crocodile clip and safety release, suitable for use with ID50 badge holder
Supplied in 10s

Card inserts
Ref: ID51 (Supplied free with ID50)
POLL CLERK (ID51C); PRESIDING OFFICER (ID51P); SENIOR PRESIDING OFFICER (ID51S); RETURNING OFFICER (ID51R); ACTING RETURNING OFFICER (ID51AR); DEPUTY RETURNING OFFICER (ID51DR)
Bespoke card inserts are available on request

Correction tape roller
Ref: EST001
No mess correction tape roller
4.2mm wide x 8.5m long

Pencil eraser
Ref: EST002
Paper-sleeved, erases pencil marks without damaging the paper or leaving any trace
60mm x 21mm x 12mm

Highlighters
Ref: EST005
Assorted wallet with one each of green, orange, pink, yellow
1.5mm line width

Writing aids
Ref: EST006
Writing aids for less dextrous voters
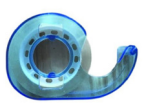Fits standard pens and pencils
Supplied in 10s

Disinfectant wipes
Ref: EST020
Pack of extra strong antibacterial wipes
50 wipes per pack
Quickly kills 99.9% of bacteria

Tape dispenser set
Ref: EAT2
Size: 75mm x 50mm x14mm
Tape: Approx. 20m long

Post-It index notes
Ref: ES2
Repositionable sticky index notes, yellow
50 flags per pack
Supplied in packs of 2

WALLETS AND SACKS

Secure wallet
Ref: SECWT3
Black PVC tamper-evident wallet for postal ballot papers handed in at polling station
355 x 495mm

Button wallet seals
Ref: SECSL3W
Seals for SECWT3 secure wallets.
White
Serially numbered, supplied in 500s

Button wallet seals
Seals for SECWT3 secure wallets.
Serially numbered, supplied in 500s
Ref: SECSL3O Orange
Ref: SECSL3Y Yellow

Arrow-lock wallet seals
Ref: SECSL
Plastic seals for old style secure wallet (SECWT).
Orange. Serially numbered, supplied in 100s

Insert cards
Ref: SECWTLAB
Insert cards for secure wallets.
58mm x 112mm
Supplied in 100s

Paper sacks
Ref: PS200
For storage/transmission of documents. Strong brown paper (2-ply craft paper) sacks with reinforced sewn bottom
960mm x 580mm x 140mm
Supplied in 100s

Sack labels
Ref: PS201
Tie-on labels for above paper sacks
Supplied in 100s

Sack seals
Ref: PS202
Metal seals for above sacks
Supplied in 100s

PS200, PS201, PS202

Clear plastic wallet
With adhesive back, for displaying notices.
A4 – **Ref: CPW1 (**Ideal for labelling Shaw's ballot boxes)
A3 – **Ref: CPW2**
A5 – **Ref: CPW3**

Miscellaneous filing
A to D

Clear plastic sack
Supplied in 100s
Ref: CPS100
860mm x 736mm with 457mm gusset (40 micron)
Ref: CPS250
1143mm x 914mm with 508mm gusset (55 micron)

Black plastic sack
Ref: OPS100
860mm x 736mm with 457mm gusset (40 micron)
Supplied in 100s

Green plastic sack
Ref: GPS100
860mm x 736mm with 457mm gusset (40 micron)
Supplied in 100s

GPS100, CPS250, OPS100, CPS100

Blue plastic sack
Ref: BPS100
860mm x 736mm with 457mm gusset (40 micron)
Supplied in 100s

Yellow plastic sack
Ref: YPS100
860mm x 736mm with 457mm gusset (40 micron)
Supplied in 100s

YPS100, BPS100, RPS100
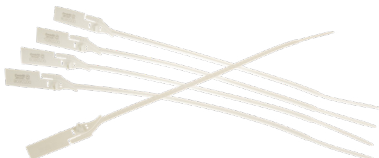
Red plastic sack
Ref: RPS100
860mm x 736mm with 457mm gusset (40 micron)
Supplied in 100s

Polythene bag
Ref: PB100
Small, self-seal polythene bag
230mm x 305mm
Supplied in 100s
Other sizes available. Enquire for details.

Bag seal
Ref: BBSL
Traditional plastic pull secure seal
400mm tail length, white
Serially numbered supplied in 100s

EQUIPMENT FOR THE CANVASS

Canvasser's/Presiding Officer's carry case
Ref: EB2
This useful bag features an adjustable shoulder strap, pen and business card holders and a zipped front pocket.
42cm x 34cm x 8cm
Bags can be screen printed on the front flap with customer's own wording and logos, subject to a minimum order of 50.
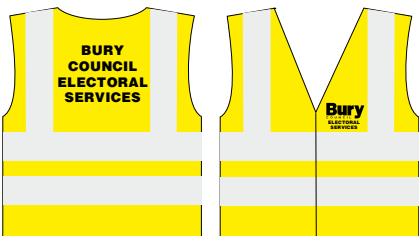
Canvasser's high-visibility vest
Printed with **LOCAL AUTHORITY ELECTORAL REGISTRATION** on the back.
Note that larger sizes should be ordered if vests are to be worn over a coat, etc.

Ref	Size
EVS	Small (36" to 38" chest)
EVM	Medium (39" to 41" chest)
EVL	Large (42" to 44" chest)
EVXL	X Large (45" to 48" chest)
EVXXL	XX Large (49" to 52" chest)
EVXXXL	XXX Large (53" to 57" chest)

These vests can be customised with an individual authority name on the back and/or logo on the front. Alternative wording is also available on request. (Minimum order 10 vests.)

BURY COUNCIL ELECTORAL SERVICES
Bury

Canvasser's personal alarms
Very loud alarms with pull pin activation.
Police approved. Batteries included

Metallic mini key ring torch alarm – Ref: EA1
Key ring style with bright torch
40mm x 60mm x 12mm

Minder personal attack alarm – Ref: EA2
Separate panic button. Belt clip
60mm x 70mm x 20mm

28 LED aluminium torch
Ref: EL5
A strong black aluminium torch that gives out a very bright light, thanks to its 28 LED bulbs. Wrist strap.
Supplied with 3 'AAA' batteries
Length 130mm, reflector diameter 25mm

Compact aluminium torch
Ref: EL4
Attractive, bright and lightweight hand torch. Supplied with 3 'AAA' batteries
Length 90mm, reflector diameter 24mm

Additional AAA alkaline batteries
Ref: ELAAA
Supplied in packs of 3. For use with Shaw's torches and 24 LED polling booth lights (EL6) (p5).

SECURELY BIND YOUR REGISTER OF ELECTORS
See p23 for full details of our binding service for securing loose documents such as your Register of Electors

EQUIPMENT FOR THE COUNT

Counting station sundries pack
Ref: SSPSP01
A pack that contains all the stationery equipment required at the count. Packs can be tailor-made to individual requirements on request.
50 x 50mm foldback clips
200 x 19mm foldback clips
1 x pocket calculator
2 x 12" rulers
2 x pairs of scissors
8 x HB pencils
2 x pencil sharpeners
2 x erasers
1lb (450g) assorted elastic bands
12 x rubber thimblettes (6 small, 6 medium)
2 x rolls of clear adhesive tape 33m x 19mm

High-visibility vest for count staff
Vests can be customised with an authority name on the back and/or logo on the front (min. order 10 vests). Please contact us for a quote.
See page 13 for sizing information.
Bespoke vest examples:

COUNT ASSISTANT

COUNT MANAGER

COUNT SUPERVISOR

Counting tray (large)
Ref: CTR2
Grey plastic stacking tray
600mm x 400mm x 110mm

Counting tray (small)
Ref: CTR1
Grey-blue plastic stacking and nesting tray
427mm x 312mm x 75mm

Note that other sizes of counting tray are available to special order.

Notices
A3 card signs
COUNTING STATION – **Ref: CV1**
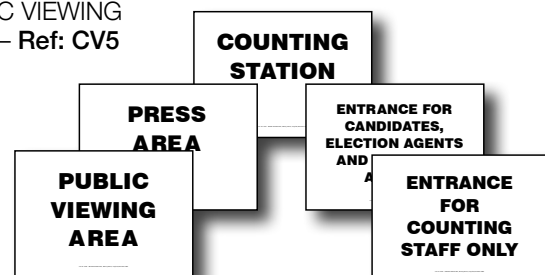ENTRANCE FOR CANDIDATES, ELECTION AGENTS AND COUNTING AGENTS – **Ref: CV2**
ENTRANCE FOR COUNTING STAFF ONLY – **Ref: CV3**
PRESS AREA – **Ref: CV4**
PUBLIC VIEWING AREA – **Ref: CV5**

COUNTING STATION

PRESS AREA

ENTRANCE FOR CANDIDATES, ELECTION AGENTS AND A...

PUBLIC VIEWING AREA

ENTRANCE FOR COUNTING STAFF ONLY
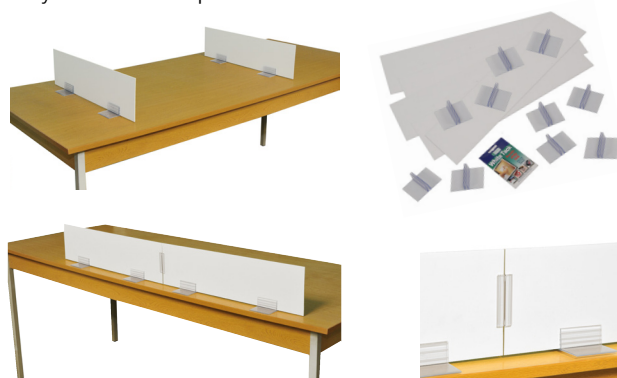
Counting table divider set
Ref: EDEV1
Set of five counting table dividers, comprising five white plastic 'Foamex' boards 600 x 150 x 3mm, plus ten clear acrylic feet and a packet of Shaw's White Tack.

Joint piece
Ref: EDEV2
Clear acrylic joint piece for joining counting table dividers end to end. 76mm
Supplied in 5s

Count table sign
Ref: LE118M
Lightweight sign holder for indicating ward, etc. Can be floor standing or placed on table. Chrome-plated metal telescopic pole, plastic lever lock and black plastic T-piece. 240mm diameter steel base. Extends from 800mm–1550mm high. With black plastic frame with card insert to take an A3 printed paper sheet each side. Frame can be used landscape or portrait.

CRAYFORD WARD

Multi-purpose freestanding sign holder
Ref: LE132
Our new freestanding sign holder can be used for multiple electoral purposes: at the polling station where noticeboards are not conveniently positioned (e.g. for generic signage such as 'Polling Station Entrance', signage to request voters have their ID ready, or for displaying polling station notices) as well as at the count (e.g. for indicating ward). Suitable for internal use, this sign holder is robust, long-life and portable. It has three easily adjustable height settings (1,280mm, 1,720mm and 2,150mm), has a sturdy base, and is supplied with a hanging board manufactured from a HIPs plastic material. The hanging board itself is available in a choice of size format – oversized A3 or A2 (in portrait only) – and can be supplied plain (to allow multiple use options using our associated accessories or pre-printed to order (price on application and subject to quantity).

DAVYHULME EAST

ALTRINCHAM & SALE WEST

CLIFFORD

01322 621100 elections@shaws.co.uk

Equipment for the Count continued

Ballot Paper 'Grass Skirt' Sheets
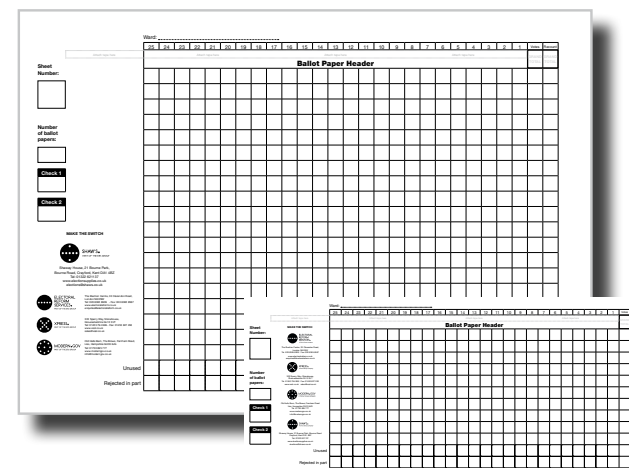For use at the count for elections where there is the option to vote for more than one candidate.
Ballot papers can be attached to the self-adhesive tape at the top of the sheet for an effective means of counting and verifying the number of votes for each candidate. Supplied in 50s.
Ref: LE121
Up to 19 candidates. Size: 870mm wide x 610mm high
Ref: LE121-10
Up to 10 candidates. Size: 870mm wide x 380mm high
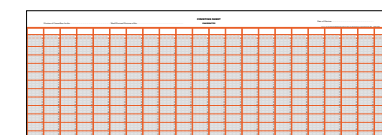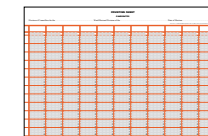Bespoke options are also available

Counting sheets
Tally style counting sheets. Supplied in 10s
Ref: LE19
Max. 11 names, 524mm x 350mm
Ref: LE19X
Max. 22 names, 965mm x 350mm

Security seal cutters
Ref: BBSC
6" (150mm) cutters for safely removing ballot box seals, etc.

Envelope slitter
Ref: SLI1
Ideal for opening postal votes

Thimblettes
'Thimblette' rubber finger cones.
All sizes supplied in 10s
ETHXS Extra small, size 00, red
ETHS Small, size 0, green
ETHM Medium, size 1, blue
ETHL Large, size 2, yellow
ETHXL Extra large, size 3, orange

Stamps
The rubber stamps listed below are stock items. All are available as traditional stamps requiring an ink pad or as self-inking stamps. **Other stamps with alternative wording are available to order – see page 22.**

REJECTED
Impression size 25mm x 4mm
Traditional rubber stamp – **Ref: RSR**
Self-inking rubber stamp with red ink – **Ref: RSRM**

REJECTED, with tick boxes for reasons (want of official mark, multiple vote, voter identified, unmarked or uncertain)
Impression size 57mm x 37mm
Traditional rubber stamp – **Ref: RSRR**
Self-inking rubber stamp with red ink – **Ref: RSRRM**

REJECTED IN PART
Impression size 70mm x 16mm
Traditional rubber stamp – **Ref: RSRP**
Self-inking rubber stamp with red ink – **Ref: RSRPM**

REJECTION OBJECTED TO
Impression size 48mm x 4mm
Traditional rubber stamp – **Ref: RSRO**
Self-inking rubber stamp with red ink – **Ref: RSROM**

PROVISIONALLY REJECTED
Impression size 44mm x 4mm
Traditional rubber stamp – **Ref: RSPR**
Self-inking rubber stamp with red ink – **Ref: RSPRM**

ALLOWED
Impression size 25mm x 4mm
Traditional rubber stamp – **Ref: RSA**
Self-inking rubber stamp with red ink – **Ref: RSAM**

I AM IN THE QUEUE
Impression size 36mm x 10mm
Traditional rubber stamp – **Ref: RSQ1**
Self-inking rubber stamp with red ink – **Ref: RSQ2**

Stamp pad
Ref: RSPAD-RD
Red ink pad for use with traditional rubber stamps
Size: 100mm x 60mm

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Equipment for the Count continued

Foldback clips
Ref: EBDC19
19mm foldback clip
Supplied in 10s
Ref: EBDC50
50mm foldback clip
Supplied in 10s

Elastic bands
Ref: ELAS19
Pack of No. 19 (89 x 1.5mm) elastic bands in resealable bag
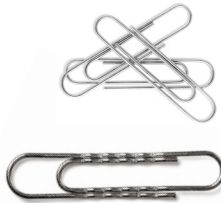Approx. 1,335 bands
Ref: ELAS36
Pack of No. 36 (127 x 3mm) elastic bands in resealable bag
Approx. 460 bands

Paper clips
Ref: EF1
Box of 100 large plain paper clips, length 51mm
Ref: EF2
Box of 100 giant wavy paper clips, length 76mm

Paper bands
Ref: LE111
Self-adhesive paper bands for holding counted ballot papers, length 500mm, width 25mm
Supplied in 100s

Sticky notes
Ref: ES1
Repositionable sticky notes, yellow, size 75 x 75mm
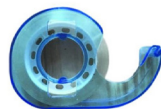100 sheets per pad
Pack of 12 pads

Post-It index notes
Ref: ES2
Repositionable sticky index notes, yellow
50 flags per pack
Supplied in packs of 2

Tape dispenser set
Ref: EAT2
Size: 75mm x 50mm x14mm
Tape: Approx. 20m long

Correction tape roller
Ref: EST001
No mess correction tape roller
4.2mm wide x 8.5m long

Card inserts for identity badge holder
Ref: ID52 (Supplied free with ID50 – see page 11)
COUNT SUPERVISOR (ID52S); COUNTING ASSISTANT (ID52A); CANDIDATE (ID52C); ELECTION AGENT (ID52EA); COUNTING AGENT (ID52CA); GUEST (ID52G); OBSERVER (ID52OB)
Other wording available on request

Pencil eraser
Ref: EST002
Paper-sleeved, erases pencil marks without damaging the paper or leaving any trace
60mm x 21mm x 12mm

Highlighters
Ref: EST005
Assorted wallet with one each of green, orange, pink, yellow
1.5mm line width

Disinfectant wipes
Ref: EST020
Pack of extra strong antibacterial wipes
50 wipes per pack
Quickly kills 99.9% of bacteria

Permanent marker
Ref: EST004
Can be used on most surfaces including plastic, wood, card and metal
Waterproof, smearproof and weather-resistant
Quick-drying, low odour ink
Bullet tip 2mm line width, black ink

Clipboard
Ref: EST003
Blue durable plastic clipboard for holding A4 documents
Pen holder space in clip
Ruler markings down both long edges

BESPOKE COUNT SIGNAGE

Please note that we are able to quote on bespoke signage relevant to the count.

We have produced bespoke signage for many authorities, including overhead ward signage and new panels for existing sign holders.

EQUIPMENT FOR ACCESSIBILITY & INCLUSIVITY

Accessibility VotePod®
Ref: VP02
The Shaw's Accessibility VotePod has a trapezium shaped writing surface shelf to enable use of Shaw's VotePod® for disabled voters. Creates an opening width of 800mm when outer legs are adjusted as necessary to fit trapezium shelf. The shelf fits to lower shelf level for maximum accessibility.

Single voting screen for disabled voters
Ref: VSSD
Wider and with lower shelf for easy access
H1870mm x W860mm x D635mm. W: 14KG

Combined single/disabled voting screen
Ref: VSC
H1870mm x W1500mm x D635mm. W: 24KG
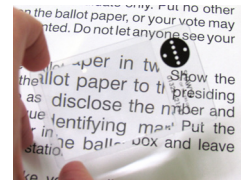Dual purpose standard and accessibility booth

Writing aids
Ref: EST006
Writing aids for arthritic / less dextrous voters
Fits standard pens and pencils
Supplied in 10s

Ballot paper magnifier
Ref: MAG1
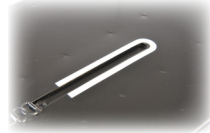Credit card sized magnifier to assist persons with impaired vision

Slot highlighters
Ref: SLH2
White self-adhesive strips to highlight the slot on Shaw's plastic ballot boxes (SBBP and SBBPL) for voters with poor vision
Supplied in 100s
Ref: SLH1
White self-adhesive strip to highlight the slot on traditional metal ballot boxes for voters with poor vision
Supplied in 10s

Signage
LE105   DISABLED ACCESS, 180mm x 640mm (paper)

DISABLED ACCESS

LE105B DISABLED ACCESS, reversible, 156mm x 720mm (Rigid Correx (lightweight plastic))

DISABLED ACCESS

LE117B DISABLED PARKING ONLY, A3 (Rigid Correx (lightweight plastic))

DISABLED PARKING ONLY

LARGE PRINT BALLOT PAPERS

Our colleagues at Civica Election Services are able to supply large print ballot papers for all types of election.

Call 020 8865 8909 for more information.

SPECIAL ORDER AND BESPOKE ITEMS

Shaw's product offering is not limited to the stock items described in this catalogue. We can supply and customise many additional items to special order. Below are some examples but we are always happy to try to source other equipment according to specific requirements. Please contact us with details for a quote.

Notices, signs and posters

'Ecoflex' pavement signs

Our pavement sign (see page 12) may be adapted to suit individual requirements and/or customised with an authority's name and logo.

Laminated signs and posters

We can produce laminated versions of any of our stock paper signs (detailed on page 13) on any standard paper size (A4, A3, A2, etc.).
We can also customise signs and posters with your choice of wording,
e.g. PARKING FOR VOTERS; POLLING STATION OPEN.

Foamex rigid plastic signs

We can produce any of our stock paper signs on a rigid plastic material, 'Foamex', for increased durability.

Rubber stamps

Further to our range of stock stamps detailed on page 19, we can also make to order stamps with your own choice of wording. Examples of stamps we have produced for some local authorities are:

VOTING FOR MORE ANSWERS THAN THE VOTER WAS ENTITLED TO
REJECTED: DATE OF BIRTH MISMATCH

Made to order stamps are available in traditional rubber stamp style or self-inking.

Counting trays

In addition to our two stock sizes of counting tray detailed on page 18, we can also source other sizes to order.

High-visibility vests

High-visibility vests can be printed with any wording and logos. Examples of bespoke worded high-visibility vests we have produced for local authorities are:

DEMOCRATIC SERVICES TEAM   VOTER REGISTRATION   CLEANING SUPERVISOR
ELECTION STAFF   COUNT STAFF
TABLE SUPERVISOR   ELECTORAL SERVICES TEAM

REMEMBER – JUST BECAUSE IT'S NOT IN THE CATALOGUE DOESN'T MEAN WE CAN'T SUPPLY IT!

Equip Cat X031119(01)

SHAW'S
A Civica Group company

HOW ELSE CAN SHAW'S HELP YOU?

Binding service for securing loose documents such as your Register of Electors, Council Minutes etc.
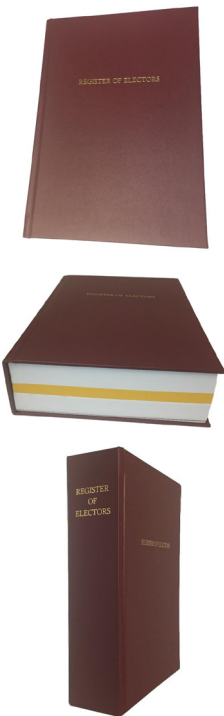
You may be surprised to learn that Shaw & Sons provide local authorities and other organisations with a secure system for the binding of meeting minutes and other important records.

For convenient long-term storage of loose documentation (such as your **Register of Electors**), we are able to fasten individual papers into book format and bind them into a hard-back case.

Our prices start from just £118.00 plus VAT for a single volume, full case-bound in a choice of coloured book cloth, including foil blocking of your council's details on the face and/or spine.

Please note:
- The maximum spine width of papers per volume can be no greater than 65mm. Spine widths greater than this value will need to be split into multiple volumes.
- Loose papers must be supplied in the order in which they are to be bound.
- Papers must be supplied without staples or paperclips.
- Each bundle of papers must be securely packed for transport in the sets to be bound.
- Each bundle must have a front sheet detailing the required bookcloth colour and the desired wording to be foiled on either the front or spine.
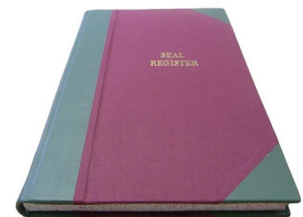- Please note that the cost to collect one or two parcels is an additional £18.00 + VAT.

Civic ceremonial items.

We have been supplying civic officers with all their civic paraphernalia for many years. Items we create to order include hand-illuminated or computer generated freedom scrolls, civic regalia, presses and seals, heraldic shields and plaques, gavels and blocks.

Bespoke book design and manufacture service.

We create bespoke books and registers made to the exact requirements of individual customers – from initial concept request to the design of page layouts. Books we have created for our customers include: Birth Registers, Rolls of Honorary Freedom, Parlour Books, Condolence Books, Mayor's Appeal Fund Registers, Visitors Books, Ecclesiastical Registers and Citizenship Registers.

Seal registers and other bound books.

Over the years, Shaw's have created a phenomenal selection of registers and records for - amongst others - local authorities, worshipful companies, professional organisations and funeral homes. Our Seal Register is the most requested of these.

As a Civica Group company, Shaw's works seamlessly with colleagues from the Democracy and Engagement division to provide a comprehensive range of services, including election management from Civica Election Services and Xpress electoral software to help electoral administration teams deliver democratic services and meet their goals.

Civica Election Services, formerly Electoral Reform Services

The UK's leading independent provider of end-to-end ballot, election and voting services.

Services include:

- Poll Card, postal pack and ballot paper printing
- Canvass communications – including email distribution, printing and multi-channel automated response options to make it easy for your electorate to reply to Canvass Forms online or via telephone and SMS. Learn more
- Xpress Print – managed ad hoc print and mail services
- Absent Vote Signature Refresh services – Print and Scan
- Business Improvement District Ballots

Xpress

The leading solution for electoral management software.
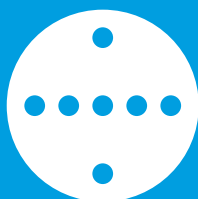
Services include:

- Xpress Register – for all your electoral registration needs, including the annual canvass
- Xpress Management – the election management system of choice for most local authorities
- Mobile Canvasser App – transform your annual canvass, work faster & smarter, capturing and syncing data seamlessly with the electoral register.
- WebReg - enable your customer contact centres to manage day to day enquiries, with secure web-based access to your electoral register.
- Xpress Maps - digitises, simplifies and improves the efficiency of local authority ward and polling district reviews.

Find out how we are making democracy happen.
Call 01322 621100 or email elections@shaws.co.uk

We hope you found what you needed within these pages.
However, if you didn't, let us know and we will do our very best to help you.

Shaw's Elections Team

SHAW'S.
A Civica Group company

Specialists in materials for elections

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