

### **Poll Cards**

Printed onto 200gsm white pulboard (or similar). Printed doubled sided, and finished size A5. Poll cards must be kept in the order of the data supplied. Four types of poll card to be produced for each election:

Type	Quantity
Ordinary (Polling Station)	54,164
Postal	8,640
Proxy	147
Postal Proxy	12

Timescale would be extraction and supply of the data on Thursday 19 March, with delivery to the Returning Officer at Gosport Town Hall by Monday 30 March.

Along with the four data files, maps for the location of the polling station for inclusion on the reverse of the poll card.

Price to include artwork setting and proofs.

## Ballot Papers

Ballot paper printed on 90gsm bond paper doubled sided, provided with top and bottom covers.  
Price to include artwork setting and proofs. Print company to set-up UIM (unique identifying mark) and sequential numbering from instruction given by the Returning Officer.

<b>Electoral Ward</b>	<b>TOTAL (YELLOW) Ballot Papers Books of 100 Numbered from and to</b>	<b>Postal Ballot Papers – required by midday 13 April</b>	<b>Polling Station ballot Papers – Supplied in books of 50. Required by midday 30 April.</b>	<b>Tendered (GREEN) Ballot Papers Supplied in books of 10 – numbered Required by midday 30 April</b>
Alverstoke	1 to 3,100	1,000	2,100	1 to 30
Anglesey	1 to 2,550	700	1,850	1 to 30
Bridgemary North	1 to 2,800	600	2,200	1 to 20
Bridgemary South	1 to 2,900	600	2,300	1 to 30
Brockhurst	1 to 3,050	700	2,350	1 to 20
Christchurch	1 to 3,250	700	2,550	1 to 30
Elson	1 to 2,800	600	2,200	1 to 20
Forton	1 to 2,650	500	2,150	1 to 20
Grange	1 to 3,300	600	2,700	1 to 20
Hardway	1 to 3,350	700	2,650	1 to 20
Lee East	1 to 3,750	900	2,850	1 to 30
Lee West	1 to 3,400	1000	2,400	1 to 30
Leesland	1 to 2,750	500	2,250	1 to 30
Peel Common	1 to 2,750	700	2,070	1 to 20
Privett	1 to 2,650	700	1,750	1 to 20
Rowner and Holbrook	1 to 2,600	500	2,100	1 to 20
Town	1 to 3,250	700	2,550	1 to 30
<b>Electoral Area</b>	<b>TOTAL (WHITE) Ballot Papers Books of 100 Numbered from and to</b>	<b>Postal Ballot Papers – required by midday 13 April</b>	<b>Polling Station ballot Papers – supplied in books of 50. Required by midday 30 April</b>	<b>Tendered (PINK) Ballot Papers Supplied in books of 10. Numbered from and to. Required by midday 30 April</b>
Gosport Voting Area for the Hampshire and Isle of Wight Police and Crime Commissioner	1 to 50,000	10,900	39,100	1 to 420

<b>Electoral Ward</b>	<b>Width of ballot paper (in mm)</b>	<b>Height of ballot paper (in mm)</b>
Alverstoke	176	91
Anglesey	176	91
Bridgemary North	176	117
Bridgemary South	176	117
Brockhurst	176	168
Christchurch	176	117
Elson	176	142
Forton	176	142
Grange	176	117
Hardway	176	117
Lee East	176	91
Lee West	176	91
Leesland	176	142
Peel Common	176	91
Privett	176	117
Rowner and Holbrook	176	117
Town	176	91
<b>Electoral Area</b>	<b>Width of ballot paper (in mm)</b>	<b>Height of ballot paper (in mm)</b>
Gosport Voting Area for the Hampshire and Isle of Wight Police and Crime Commissioner	148	265



Table heading has been changed, as it had the wrong header

## Postal Vote Packs

Printer to pre-print outer and B envelopes to Royal Mail specification for postal voting.

Postal Vote Statements to be duplex personalised as a 1 piece mailer including the Postal Vote statement and Envelope A (as a pocket). Fold to A5 size, and enclose PV statement, Envelope B and 'How to Vote' instructions leaflet/guide into the Postal Vote Pack.

Returning Officer from the Borough of Gosport to supply the information/exisiting artwork for production. Pricing to include typesetting and proofs.

### Typical Postal Vote timetable:

Issue type	Data extraction date	PV Packs delivery to Gosport	PV Packs to be posted out to Electors
Early issue (Overseas, BFPO, Service and Crown)	3pm Wednesday 1 April 2020	midday Tuesday 14 April	3pm Tuesday 14 April
Main issue	3pm Wednesday 1 April 2020	2pm Wednesday 15 April	Thursday 16 April
Second issue	4pm Thursday 16 April	2pm Thursday 23 April	10am Friday 24 April
Third issue	5:30pm Wednesday 22 April	2pm Friday 24 April	10am Monday 27 April

### Estimated quantities

Issue	Quantity
Early	22 postal vote packs
Main issue	8,750 postal vote packs
Second issue	300 postal vote packs
Third issue	130 postal vote packs

Also to be produced are 100 blank postal vote packs (no personalisation on them) for use with the 'Lost and Spoilt' re-issue of postal vote packs.