

CHESHIRE EAST COUNCIL

Macclesfield Community Governance Review Specification for Printing Requirements

Date Required	Issued to electors on 23 September 2013 (return date 11 October 2013)
Council Contact Report of:	Lindsey Parton, Registration Service and Business Manager
Summary of Requirements	<p>Ballot to electors of the unparished area of Macclesfield (40,521 electors) comprising:</p> <p>Folded A4, four sided, colour leaflet with map depicting a coloured outline in red; plus A5 double sided colour summary leaflet.</p> <p>A5 serial numbered ballot paper(s) with security marking; with option to tailor the style of ballot paper to 7 different geographical areas, with a preprinted identifier</p> <p>1st class C5 Individually addressed outgoing envelope, over printed in black, to all electors</p> <p>2nd class Return envelope</p> <p>Printer to arrange outgoing and incoming postage. Quote to explain options and costings.</p> <p>Receipt, opening and analysis of returned ballot papers</p>
Timescales	<p>The leaflet would be type set by the Council and submitted for printing by 27 August 2013. Artwork for envelopes to be supplied by the printer for sign off by 2 September 2013.</p> <p>Wording for the ballot paper(s) would be supplied by 27 August.</p> <p>Elector files to be transferred by secure email to printer by 13 September 2013.</p> <p>Ballot packs to printed and to hit doorsteps from 23 September 2013 . The deadline for replies to be 11 October 2013. Analysis of responses would be required from the printers within two working days after the close of the consultation period.</p>
