

# Close of Poll Instructions - Checklist

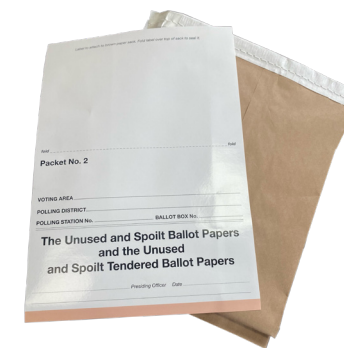
**Sealed Ballot Box  
+  
Ballot Paper Account  
Envelope**

**Postal Vote  
Wallets**  
Red + Green

**Clear packet  
Envelope**  
(checklist completed)

**Brown Sack**  
Unused + Spoilt  
Ballot Papers  
  
(Sealed with white  
adhesive label –  
listed as packet 2)

**Blue Sack**  
Black Zipper Wallet  
Signs  
Notices  
(and any confidential waste,  
although please encourage electors  
to take Poll Cards home with them)  
(sealed with cable tie  
and labelled with  
station number)



## Please remember:

**During the day:** Label sacks and complete the fronts of all of the packet envelopes (even if you think there will be no form inside it)

**Close of Poll:** Seal the Ballot Box posting slot, once the last vote has been cast.

Seal every packet and complete the Election Packet Check Sheet, enclosing the required packets in the clear wallet and refer to the Close of Poll Instruction sheet to ensure you have all items in the correct place before heading to Ballot Box Reception.