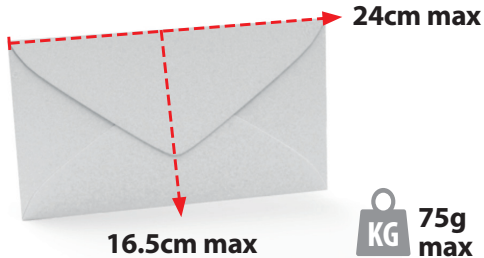
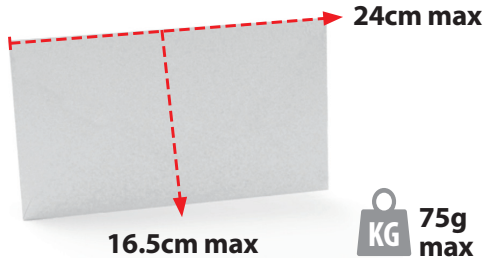


# Manifesto distribution for General Election Candidates

Guernsey Post is pleased to offer General Election Candidates, who wish to distribute their manifestos to Guernsey households on the electoral roll, a significantly reduced rate of 11.5p per item.

We offer two distribution options for the reduced rate of 11.5p, both of which have a maximum weight of 75g per item:

- A. One C5 envelope, *or*
- B. One C5 addressed postcard

Format	A. The C5 envelope	B. The C5 postcard
Details	<p>The reduced letter rate allows for several manifestos to be consolidated within one envelope for those candidates who wish to share the cost of distribution with other candidates.</p> <p>All envelopes need to be clearly addressed and properly sealed. <b>The address information should be sourced from the electoral roll office.</b></p>	<p>Postcards must be printed on a <b>minimum weight card of 400gsm</b> with a clear address block.</p> <p>All postcards must meet the set criteria and be fully addressed in clear plain or bold black text - <i>NO italic script</i>. See example overleaf.</p> <p><b>The address information should be sourced from the electoral roll office.</b></p>
Size criteria		

To achieve the discounted rates, it is important that candidates obtain a booking reference and meet the required size criteria for the envelopes or postcards which will allow Guernsey Post to sort the items using automated letter sorting equipment. **To agree distribution dates and to obtain a booking reference please contact Cassy Fish at [cfish@guernseypost.com](mailto:cfish@guernseypost.com) or call 733531.**

## Terms and Conditions:-

- Each delivery must be booked with Guernsey Post prior to distribution.
- All of the envelopes and postcards will need to be delivered to Guernsey Post Headquarters no later than 12.00pm on the Friday before the agreed week of distribution.
- It is the responsibility of the individual candidates to ensure that their manifestos are properly inserted and sealed within each envelope.
- Envelopes/postcards are to be delivered to Guernsey Post with address labels facing in the same direction. Wherever possible boxes will be provided in advance for General Election Candidates to fill. (Each box must be labelled with name of Candidate).
- The delivery of manifestos will take place over 5 working days (Monday to Friday).
- Envelopes/postcards must not exceed C5 in size with a maximum weight of 75g and thickness of 5mm.
- Postcards must be printed on a minimum weight card of 400gsm and clearly addressed - see example overleaf. They must be approved before distribution by Guernsey Post.
- General Election Candidates will not be required to add stamps or Prepaid Indicia's as proof of Postage. Guernsey Post will record all mail sent and will invoice accordingly. However, those who select the postcard option can choose to include the Payment Indicia to avoid the franking mark as shown overleaf.
- This distribution offer is for addressed and postcard mail only. Offering an addressed envelope/postcard distribution ensures that electoral candidates send their manifestos to those on the electoral roll only.

## C5 Postcard ADDRESS position example



LEAVE AREA BLANK FOR FRANKING MARK *or* WE CAN SUPPLY YOU WITH THE PAYMENT INDICIA ARTWORK AS SHOWN HERE



ADDRESS BLOCK AREA SHOWING STYLE OF CLEAR BLACK TEXT

POSTCARDS MUST BE PRINTED ON CARD WEIGHT OF 400GSM MINIMUM