



Consolato Generale d'Italia  
Londra

Prot. No. 23193

Mr. Sam Poston  
Business Development Manager  
Mailbird Organisation Ltd  
Units A-D Bowen Business Park  
Aberbargoed  
Bargoed  
CF819AB

15<sup>th</sup> March 2022

Dear Mr. Poston,

We (the Consulate General of Italy) request First Move Direct Marketing (the Company) to submit a quote for a **Printing and mailing service aimed to sending about 365,000 envelopes to voters in England, Wales and the Isles, on the occasion of FIVE REFERENDUMS for Italians living abroad, that will take place in spring 2022 (between May 1<sup>st</sup> and June 15<sup>th</sup>),** as detailed below:

To supply, print and collate 365,000 voting packs each consisting of:

- a) 1 x C5 (oversize) envelope with window (electoral pack), printed black on white (B&W) with the Consulate's address and logo plus PPI, (window sized to allow addressee and MailMark plus one additional barcode or QR to be visible);
- b) 1 x C5 (undersize) *Business Reply* envelope B&W – with address, and a footnote;
- c) 1 x C6 peel & seal white – non transparent - envelope (approx. 16.2 x 11.4 cm.) size and weight to be confirmed;
- d) 5 ballot papers (voting cards), size cm 42 x 22, printed on 90 gr/sqm wood free paper, in two colour recto and two colour verso, wording to be supplied at a later date, folded;
- e) 1 x A4 one-sided B&W personalised form (Electoral Certificate), with the recipient's name and personal details, addressee and barcode placed to be visible through the window of item a); the bottom part of the form should be perforated and detachable from the upper part;
- f) 1 x A4 double sided information sheet, in colour on the reverse;

The text for all of the above documents will be sent by secure electronic means or placed on a memory stick that will be provided by this Consulate General and handed over by hand as soon as available.

Fulfilment

Item d) to be folded and inserted into item c) which in turn is to be inserted into item a), followed by item b), e), f).

When filled and sealed all 365,000 C5 (oversize) envelopes (item a), are to be posted by a date we will let you know as soon as available, directly by yourselves, using the Consulate's Royal Mail account. Proof of packs posted must be provided to the Italian Consulate.

Yours sincerely,



Marisa Vivani  
Administrative Attachè