

Dear Distributors,

Firstly, once you have received your magazines and your leaflets - check which boxes have your leaflets in them and which boxes have your directories in them – open all to check.

- **If you are new – you will receive: A round list A map of area This form printed off for you Distribution Dates and forms Read all carefully before you start!**
- If you are an experience distributor you will receive a round list.

Just a few things to point out to help you:

- Take all the flyers out of all the boxes – and put into piles on the table, before your start.
- DO NOT START UNTIL YOU ARE SURE YOU HAVE ALL THE FLYERS – so check all the boxes to see if flyers or directories first. ***(From one who has made the mistake and started then to find another leaflet half way down the box ☹)***
- *Next you 'stuff' your directories with your leaflets you should have the same number of leaflets and directories. if some leaflets are 'short in numbers' you should have a slip attached to your round sheet which tells you that.*

If you have less leaflets or directories than required – please call/text the Distribution Managers mobile immediately. Mobile: 07703002674 Tel: 01730260746

- Round list is updated each month – **so please check yours each month before you start.** Please make sure that you deliver to all the roads and properties on the round list.
- If a road on the round list doesn't have any specification you have to deliver both sides
- Please deliver to all the numbers on a road: houses, block all flats, community centre, churches and to all the businesses, restaurants, take away and shops unless told otherwise.
- Usually to have access into buildings with flats you need to use the TRADE button. The normal hours that they work are Monday to Friday 9am to 4pm. or on a Saturday when the postman delivers.

If the button is not working you must ring the flats and try to get in. **DON'T let the magazine outside. Deliver to each flat through the letterbox – do not leave in a pile in reception.**

If you cannot deliver anyone – make a note and then call/text the Distribution Manager soonest to discuss. Mobile: 07703002674 Tel: 01730260746

- Petersfield Rounds – DO NOT DELIVER Petersfield Town Council Newsletter into any homes marked with the yellow.
- Petersfield Rounds – In Petersfield we have a second distribution in the first week of each month. With this distribution we deliver Beautiful South (a life style magazine) once every two months, and leaflets monthly.

Dumping policy's

The Directory Group retains a zero tolerance to the dumping of leaflets or magazines.

- We respect our clients.
- We respect the environment and work actively to protect it by recycling everything we can.
- We work closely with communities (such as Neighbourhood Watch) and are informed about any dumping.

- We have a selected number of people, in each area, who inform us if they have not received their Directory.
- We survey the rounds periodically.
- We have an accurate record of distributors who have dumped their round. You will be caught 😊.
- We will sack and not pay anyone who dumps their round.
- Local Authorities may issue a penalty to The Directory Group. We will recover the monies from the distributor who has dumped their round.

Thankfully, most of our 105,000 magazines across 10 areas in Hampshire do get delivered. It is timely we remind all distributors of our policy.

If you have any questions or concerns, please do not hesitate to contact me on the below information.

SAFETY:

Make sure you are not delivering in the dark – unless you are with an adult. Be safe out there 😊

Confirmation of your rounds – please go onto our website and confirm:

- Log onto www.thedirectorygroup.co.uk
- Click through to the LEAFLET DESIGN & DISTRIBUTION PAGE
- Click through to the DISTRIBUTORS PAGE
- Complete the confirmation form

You need to confirm delivery soonest. You only have 5 days to complete the rounds. See the Distribution Dates Form.

NON-CONFIRMATION = NO PAYMENT OF WAGES.

The Distribution Team

Mobile: 07703002674

Tel: 01730260746

Email: distribution@thedirectorygroup.co.uk