

TDG Marketing Ltd

Distributors Terms & Conditions

Rates for the delivery of directories and leaflets for new distributors from May 2017.

1. Up to Five (5) leaflets - 7p per Directory Delivered. 6-7 Leaflets – 8p per Directory

VERY IMPORTANT: Do not deliver a competitors Directories or leaflets during your round.

Please note: It is your responsibility to declare all self employed earnings to the Inland Revenue (HMRC). At the appropriate time we will issue Child Employment Forms for the relevant authorities to provide Work Permits.

The requirements from each individual distributor when delivering any of the directories:-

- 1 The directories must be delivered between the hours of 08.00 – 20.00 (8am-8pm) MONDAY – SATURDAY & 09.00 am – 20.00(9am-8pm) SUNDAY and not during the night
- 2 Please ensure that each directory is placed fully through the letterbox of the house and not left on the doorstep or within the garden, also remember to shut any gates behind you.
- 3 Please ensure that you only deliver to the area specified on your route list, (this prevents overlapping)
- 4 If you have flats in your area the service access time is normally between 08.00-11.00 Mon – Fri (you may also be able to use the TRADE button). Directories must be posted through individual letter boxes - please do not leave them at the bottom of the stairs or by door entrances as they may cause a safety risk
- 5 Please ensure that leaflets are inserted in every directory and you only deliver one directory to each house. If there are A4 size leaflets, they need to be folded.
- 6 The directories will usually be delivered to you once a month on Wednesday, Thursday or Friday prior to the last weekend of each month, and you must complete your deliveries by the following Tuesday. (Please see the Distribution Dates list for the published schedule)
- 7 You must confirm that you have completed your round deliveries by the Thursday following completion, by email to distribution@thedirectorygroup.co.uk or by Phone on 01730 260746 (Answer phone available 24 x 7) or Text to 07703 002674. Please provide the details of 1) Round Completed 2) any extra directories remaining 3) any shortage of directories
- 8 Failure to do this could result in non-payment of your round
- 9 Payment will be made by Bacs directly into your bank account, before the end of the month. Once you have a round, you will need to supply your bank details, including account name, sort code, and account number.
- 10 A breach of any of the above rules could result in you not being paid
- 11 Please give one month's notice if you wish to take a holiday or decide to give up your round

Do not dump undelivered directories.

If you have any directories or leaflets left over at the end of your round please telephone me so that I can arrange to collect. Make a note of any roads in your area that are not your list.

distribution@thedirectorygroup.co.uk

01730 260746 Mobile No. 07703 002674