

INFORMATION, CONDITIONS & TERMS OF ENGAGEMENT

The work is on a self-employed basis and you are therefore responsible for your own tax and national insurance.

PAYMENT RATES; based on 100 per magazines delivered.

- Age 13/14: £4.00 per 100 magazines,
- Age 15 £4.50 per 100
- Age 16 + £5.00 per 100
- Or as agreed per route

Leaflet inserts are paid for at £0.50 extra per 100 leaflets to be delivered with the magazine and inserted within the magazine. Payment is made online directly into a nominated bank account on the 15th of the month.

MAGAZINE DROP OFF

Magazines are delivered in cardboard boxes (about 100 per box). Usual drop off day is a Friday or Saturday morning. You will be texted and/or emailed advising of imminent arrival. You must text back to acknowledge receipt of the boxes and during wet weather, if they are inside and dry.

TROLLEY OR BAG

You have the choice of receiving a trolley or a shoulder bag to transport the magazines around your route. You will automatically be given a trolley unless you specify you prefer a bag. You can swap later if you wish.

DELIVERING YOUR ROUTE

You will be provided with a printed map of the area you are required to distribute magazines to. Only 1 magazine per house and it must be put through the letterbox and not left outside. If complaints are received by homeowners in your area on a regular basis the route will be withdrawn. You must not allow someone else to do your route or assist you without notifying Melanie Tinson. This person is not authorised to carry out distribution work and is not covered by The Southampton Directory's insurance. Failure to comply with this rule will result in the route being withdrawn immediately

HEALTH & SAFETY

Please read the Health & Safety Guidelines enclosed and sign to confirm you have read and understood them.

COMPLETION OF ROUTE

You have 5 days to complete the route from the date of magazine receipt. Magazines must all be delivered within the required time or a penalty of £2.50 per day is reduced from that month's payment. After two late completions, the route will be withdrawn after the third.

As soon as the route is complete you must contact COMPLETE THE ONLINE DELIVERY REPORT on www.thesouthamptondirectory.co.uk (under Contact Us section). You can also contact Melanie Tinson by text, phone or email to confirm completion BUT YOU MUST ALSO SUBMIT THE ONLINE FORM. If you have shortages, explain exactly which homes/streets have not received a magazine. This must be done every time you distribute an issue. No payments will be made without this DELIVERY REPORT FORM SUBMITTED.

CHECKS

There are a number of mystery houses within all the routes who contacts me when their magazine arrives so please be honest and upfront about any difficulties with your delivery and ensure all roads and properties within your route are delivered to. Additionally, all competition entrants state their address and date of receiving the magazine.

SEE OVER

TERMS OF ENGAGEMENT

I agree to the terms of engagement as stated overleaf.

Date

Print Name.....

Signed.....

Date of Birth (if under 16) Current age

If under 16, school attending

Dry Zone: Do you have a place where magazines in boxes can be left outside if it is raining should you be out when delivered (porch, car port, door canopy?)

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Address.....Postcode

Home telephone Mobile

Is your mobile a Smart Phone ie. iphone, Android, Galaxy, Blackberry? Yes/No

Email

YOUR BANK DETAILS FOR RECEIVING PAYMENT

Name of A/c (not bank name)a/c No sort code

RETURN THIS FORM WITH THE SIGNED HEALTH & SAFETY FORM TO:

The Southampton Directory Ltd, 4 Firwood Close Chandlers Ford Hampshire SO53 1HN

tel: 023 8026 6388 fax: 0871 9892756 mob: 07900 307636

Melanie@thesouthamptondirectory.co.uk

www.thesouthamptondirectory.co.uk

DISTRIBUTION INSTRUCTION & Health and Safety Guidelines for distribution of *THE SOUTHAMPTON DIRECTORY*

1. You are supplied
 - Distribution route detailing road names and number of properties in each road. This will also detail any specific requirements (e.g. do not deliver to a particular house).
 - Directories for delivery.
 - Any leaflets that are to be delivered along with the magazine.
 - Trolley (remains the ownership of The Southampton Directory Ltd)
2. Guidelines for deliveries:
 - Ensure that the directories are pushed completely through the letterbox.
 - Shut all gates behind you.
 - Do not walk across lawns/gardens – please use paths.
 - Look out for mailboxes – if house has one, use it rather than the letterbox.
 - If there is a sticker saying “No Circulars” then do not deliver to that property.
 - Try to deliver to flats and where given access, deliver to each letterbox, where poss.
 - Ensure you take your distribution list with you and tick off each road as you complete deliveries. Please note down any problems e.g. dog in garden at number 26 (this will help you remember for next time).
 - When deliveries are complete (you have 5 days to complete) you must tell me by email, phone or text.
 - If you are unable to deliver for any reason (illness, bad weather etc) please let me know.
 - If you know in advance that you will not be available during delivery weekend again please let me know so we can agree an alternative schedule.

DO NOT LEAVE MAGAZINES OUTSIDE – THIS IS LITTER AND CAN LEAD TO PROSECUTION.

3. Keeping Safe
 - Ensure an adult knows when you are going out to undertake distribution. Leave a copy of the distribution route at home so they know where you are going. Give an estimated time of return. Consider taking a mobile phone with you if you have one.
 - If you encounter any verbal abuse or feel unsafe when making deliveries, leave the area immediately and return to a safe location (e.g. home, shop). Report any abuse to Melanie Tinson, your parents and police if appropriate.
 - Never enter anyone’s house.
 - If you cannot find the front door/letter box do not go round the back of the house (just make a note that you had problems at that location).
 - Do not accept any offers of help from anyone, especially from people you do not know. Never get into a car with anyone (even if they are offering to help).
 - Never deliver in the dark and if dusk is approaching ensure you have appropriate light reflective clothing.
 - All houses should be accessible from main roads. Do not take short cuts through isolated or unknown areas.
 - Do not use bicycles or wear roller blades when delivering the directories.
 - Take extra care when crossing roads and ensure that you cross in safe places. Do not wear personal stereos when delivering as this makes it difficult to hear cars when crossing roads.
4. Avoiding Accidents & Injury
 - Never carry more directories than you feel comfortable with. We would recommend the use of a trolley to transport directories (and this can be supplied upon request).
 - Never run when making deliveries. Watch out for loose paving stones, potholes etc. Always hold any handrails when climbing steps. Take extra care in wet or icy conditions.
 - Never put fingers into the letterbox (to avoid risk of injury if the letterbox snaps shut and to ensure there is no risk if dogs are present.)
 - Take extra care where there are dogs. If the dog is loose in the garden and you need to open a gate to gain entry into the garden do not deliver to this property. If you can hear/see a dog in the hallway when you are delivering the directory take extra care when pushing it through the letterbox. Never put fingers into letterbox. If in any doubt, leave the directory on the doormat.
 - Always carry some plasters with you in case of minor scrapes.
 - Any accidents must be reported to Melanie Tinson asap.

I acknowledge receipt of the above guidelines and confirm that I have read and understood them.

Signature:

Date: