NG Magazines, Unit 2, Hill Crest Park, Hoyle Road, Calverton, NG14 6QJ
Tel: 0115 926 9777. TEXT ONLY number for out of hours: 07418 372707

Distributors Information Pack

Terms & Conditions

Please read the information below carefully. In order to apply for a delivery round you will need to be:
•Reliable, trustworthy and motivated.
•Available on a monthly/bi-monthly basis.
•In good health and aged 14 years or above (under 16s supervised by parent/guardian). There is no upper age restriction.
•Be able to pick up magazines and leaflets from Calverton once a month. (Or be available for magazines to be dropped off at your address.)
•Have a smart phone or access to one so you can use the Round Control app.

We provide a distribution route map detailing the area and a trolley or bag.
Our current areas are: NG5 Arnold, NG5 Sherwood, NG2 West Bridgford, NG8 Wollaton, NG4 Carlton/Gedling, NG3 Mapperley, NG6, NG15 Hucknall, NG16 Eastwood/Kimberley, NG14, NG21, NG25, NG10, NG9 & DE7

More Info:
•Magazine delivery is usually 2nd/3rd week of the month.
•We use an app called Round Control. You will need to load this onto your phone. Training and guidance on this will be given.
•You will receive a text when the magazines and leaflets are ready for collection/delivery.
•You will (or an adult where appropriate) either need to collect the magazines and leaflets from our office in Calverton, NG14 6QJ or we will arrange to drop them off to you. If you can collect you will receive £5 extra plus an extra weekend to deliver.
•You will have 14 days to complete your delivery round(s).
•When you finish your delivery round you will need to complete a short report using the Round Control App. This will generate your payment request.
•If you go over the deadline you must let us know straight away and this may mean that you won't get paid for a further two weeks.
•Once we receive your report and we can see your area is fully delivered we will forward your payment request to our accounts department for payment via bank transfer.
•Payments will usually be made on the Friday following the delivery deadline.
•An excessive number of magazines or leaflets left over (please make sure you record this in your Roundcontrol app):
- Anything under 20 – please de-flyer and take to local businesses eg: cafes, pubs, libraries.
- Anything over 20 – these must to be returned to our office. Please call us to let us know and we can arrange collection.

•If you are not doing future delivery rounds you will need to return (arrange for collection) of your trolley.
•Once you have an established round but do not wish to continue, we will require one month's notice in order to find suitable cover.
•If you are on holiday or unable to cover a particular month, we will need a minimum of one month's notice and we will cover your round whilst you are away.
•If you misplace or lose your trolley, we will deduct £40 from your payment.
•We pay £0.08p per magazine delivered to each home.
•This is a self-employed role so you are responsible for declaring your income from this work as well as being liable for your own insurance.
- Your are responsible for making sure anyone that helps you with your delivery route adheres to our ng magazines T&C's.
- If someone helps you with your delivery round you must let us know so we can create an account for them on Round Control to track.

•A delivery round can consist of anything between 300 and 1600 homes.
•Depending on your speed and fitness it is possible to cover approximately 70 – 120 houses per hour: this is also dependent on the area you are covering. For example, if you have 600 magazines to deliver you will earn £48 in total.
•In addition to the above payments we also usually have flyers to insert and deliver with the magazines.
•Leaflets are not guaranteed each month and we pay an extra £10 per 1000, per leaflet inserted. You will need to insert the leaflets in advance before you go out on your round.
•Leaflets must be entered separately into the mags. Under no circumstances should you insert one leaflet inside another.
•Although inserting the leaflets takes some preparation time it will save you an enormous amount of time when you are delivering.

PLEASE NOTE: Most of our advertisers and their friends and family live in the areas you are distributing to, and they look out for and expect to receive the magazines/leaflets each month. If we find that the magazine has not been distributed correctly, we will seek to recover any payments made. This also applies if we find any magazines dumped and not distributed. **WHEN PICKING UP YOUR MAGAZINES/LEALFETS PLEASE CHECK YOU HAVE THE CORRECT MAGAZINES & CORRECT LEAFLETS FOR YOUR ROUND. ANY SHORTAGES MUST BE REPORTED IMMEDIATELY BEFORE YOU START YOUR ROUND. IF OUT OF OFFICE HOURS THERE IS A MOBILE NUMBER ABOVE. LEAVE YOUR NUMBER AND A CLEAR MESSAGE AND WE WILL CALL YOU BACK. IF YOU HAVE EXCESSIVE LEFT OVERS PLEASE RETURN ASAP.**

DOs & DON'Ts

• DO NOT DELIVER ANY OTHER MAGAZINES, PAPERS, LEAFLETS, ETC. WHEN YOU ARE DELIVERING NG MAGAZINES.
• Complete the round fully - deliver to all roads within the markings on your map (take your map with you). Please note down any problems in the Round Control App e.g. dog in garden at number 26 (this will help you remember for next time).
• Always be polite and courteous at all times when representing NG Magazines.
• Be respectful of all properties you visit. Do not walk across lawns/gardens (use paths) and shut all gates behind you.
• Ensure magazines are pushed completely though the letterbox fully and not left hanging out of the letterbox.
• Do not use excessive force to post the magazine through the letterbox.
• Do not leave magazines on the doorstep, gate or pathway – ensure you push fully through the letterbox.
• Do not leave a magazine on a doormat which will be exposed to outdoor weather conditions. Keep magazines and leaflets safe and dry at all times.
• Look out for mail boxes – use these rather than letterboxes (only a small number of houses).
• If a house states on their front door "No circulars, free papers or leaflets etc." do NOT put a magazine through their door. How ever if the notice says 'No cold callers' these can receive a magazine.
• If there is no letterbox or it is not accessible do not leave any magazines or leaflets.
• If someone refuses the magazine or does not want it for whatever reason please do not give them one.
• Leave your trolley on the path/street and do not take it up and down every driveway.
• Cover every letterbox you can find, including any businesses as well as homes.
• Do not take any pets with you on your round.
• Only deliver to flats if you have regular access to each letterbox every month. If you do cover flats on a regular basis, you must deliver to each letterbox. Do not leave magazines or leaflets in any communal areas (if you do not have regular access to flats on your round do not deliver to these flats and ensure you inform us).
• If you are unable to deliver for any reason (illness, bad weather etc.) please let us know immediately. If out of hours call our mobile.

BE SAFE

• Aways use the trolleys / bags we provide at all times.
    - Inspect the trolleys regularly for damage or faults prior to going out on a delivery.
    - Report any issues with trolleys or bags.
    - Ensure you do not overload the trolley and only take out what you can safely transport.
• Under 16s, and those working alone, 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. Take your mobile phone with you.
• **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 us, your parents if applicable and/or police if appropriate.**
• **NEVER enter anyone's home.**
• If you cannot find the front door/letter box do not go around 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).
• Please deliver during reasonable daylight hours where possible, preferably between the hours of 8am and 7pm.
• **Never deliver in the dark** and if dusk is approaching ensure you have appropriate light reflective clothing.
• All houses should be accessible from the roadside. Do not take short cuts through isolated or unknown areas.
• Do not use bicycles, skateboards or wear roller blades when delivering the magazines.
• Take extra care when crossing roads and ensure that you cross in safe places.
• **Do not wear headphones when delivering as this makes it difficult to hear cars when crossing roads.**
• Never carry more magazines than you feel comfortable with. We would recommend the use of a trolley which we supply if required to transport magazines (available on request and subject to availability).
• 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 front 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 NG Magazines - take extra care when pushing them though the letterbox.
• Any accidents must be reported to us as soon as possible and we will send you out an accident form to fill out and return to us.

HEALTH & SAFETY GUIDELINES FOR LIFTING AND DELIVERING
WHAT IS A GOOD HANDLING TECHNIQUE?

Stop and Think
• Think before doing anything. Should you be doing the task at all? How heavy is the load? Where is it going? Can or should you carry it on your own? If you are going to lift a long vertical distance, e.g. from floor to shoulder, can you rest mid-way through the lift?
Stand Close
• Stand as close as possible to the load, placing the feet slightly apart to give a stable base. The leading leg should be placed as far forward as is comfortable.
Bend the Knees
• A good posture should be adopted by bending the knees and keeping the back straight. Do not however bend the knees too fully or kneel as this will reduce lifting power. The bend should be such that the hands when gripping the load are as near to waist level as possible.
Grip the Load Firmly
• A secure grip is essential and a hook grip is less tiring than keeping the fingers straight. Where a change of grip is necessary it should be made as smoothly as possible.
Lift Smoothly
• Raising the head, the lift should be as smooth as possible and fully controlled. Lift with the legs, maintaining good momentum, leverage and balance.
Move the Feet
• If a turning movement is necessary, keep the back straight and avoid twisting movements.
Keep the Load Close
• Make the load part of the body by holding it as close as possible for as long as possible. Where a close approach to the load is not practicable try to slide it towards you before attempting to lift. Where this is not possible (e.g. unloading from the boot of a car) stand as close as possible. Bend the knees if possible and if not, brace the body by pressing the knees against a solid object. Bend at the hips keeping the head and back in a straight line. Lift gradually, using legs, buttocks and stomach muscles.
Place the Load with Care
• Put the load down first on the edge of a surface.



COLLECTING MAGAZINES FROM THE NG WAREHOUSE

- Use safe manual handling techniques as described above.
- Beware of pallets and trip hazards when transporting boxes.
- Do not leave boxes in walkways always take them straight to the car.
- Wear suitable footwear while entering the warehouse and collecting your delivery.
- Be careful when reversing your vehicle to the entrance of the warehouse. Please wait if someone is already collecting their delivery route.