

Introduction

At One Media we print and distribute over 120,000 magazines each month under six local titles. One Magazine Exmouth, One Magazine Exeter South, One Magazine Exeter North, One Magazine Newton Abbot, One Magazine Mid Devon and One Magazine East Devon

Distributors Information Pack – Terms & Conditions

In order to apply for a delivery round please note the following:

- Comply to these terms and conditions/rules.
- You (and any helpers) will need an Android or Apple smart phone to be able to run the Round Control App which provides us with tracking data on the routes
- This data is not live, and is transmitted when you are back in a wi-fi zone (so does not use your data allowance)
- You must be available on a monthly basis.
- In good health.
- Aged 13 years or above (under 18s supervised by parent/guardian).
- There is no upper age restriction.
- This is a self-employed position and you are responsible for your own tax affairs.

We provide a distribution route map detailing the area to be covered. Please note:

- Delivery of your magazines to you will be in the last week of the month.
- You will receive an email in advance each month to confirm your availability.
- You will have a minimum of 7 days to complete your delivery round(s). The ultimate success of the magazine depends on it being delivered to all areas in a timely manner – we would urge you to deliver your magazines that first weekend.
- Each issue of the magazine can be between 32 and 88 pages every month.

1. Payments & Compliance

- We will pay a base rate of approximately £0.06p per magazine delivered to each home, and a further £0.01p per leaflet delivered with the magazine.
- A delivery round can consist of anything between 250 – 500 homes.
- Depending on your speed, fitness and the geography of the area being covered, it is possible to cover between 70 – 120 houses per hour.
- You are guaranteed to receive the magazines each month for delivery.
- Leaflets are not guaranteed and depend on the number of leaflet clients we have in that area each month.
- For illustrative purposes – a route that covered 350 houses and that had three leaflet clients (ie 1050 leaflets going out) would earn £21 for the magazines and £10.50 for the leaflets.
- We require you to own a mobile phone and to track your delivery round using the Round Control app (data is only sent to us when you are back within a wifi area, so there is no impact on your data allowance).
- You will need to insert the leaflets into each magazine in advance before you go out on your round.
- This takes a bit of preparation time, but will save an enormous amount of time when out on route.
- Once we receive the completion report via the app, and can verify the route was fully tracked we will pay you via bank transfer.

- Payments will be run on the 25th of each month, or the next working day.
- If we have ongoing issues / queries with your deliveries or tracking, we will have to dispense with your services.

2. Notice & Holiday

- Once you have an established round but do not wish to continue, we will require one month's notice.
- If you are on holiday or unable to cover a particular month, we will need a minimum of one month's notice. We will cover your round whilst you are away unless you have a helper who can do it for you.
- 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.

PLEASE NOTE: Most of our advertisers and their friends and family live in the areas you are distributing to, and they 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.

3. Do's & Don'ts

- It is a good idea to plan your route before you deliver for the most efficient route. For example, deliver on one side of the road and then the other. Don't zig zag across the road as that does take longer.
- Take your map with you and tick off each road as you complete your deliveries.
- Complete the round fully - deliver to ALL letterboxes in your round, including any businesses as well as homes.
- Always be polite and courteous at all times when representing Local Directory.
- Be respectful of all properties you visit. Do not walk across gardens (use paths), shut all gates behind you.
- Ensure magazines are pushed FULLY though letterboxes and not left hanging out. (this is our number one complaint from residents!).
- Look out for mailboxes – use these rather than letterboxes (only a small number of houses).
- Post only 1 copy PER letterbox.
- 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 you inform us).
- DO NOT DELIVER OTHER MAGAZINES, PAPERS, LEAFLETS, ETC. WHEN YOU ARE DELIVERING OURS.
- Do not use excessive force to post the magazine through the letterbox.
- Do not leave a magazine on a doorstep, doormat, fence or wall which will be exposed to outdoor weather conditions. Keep magazines and leaflets safe and dry at all times.
- If a house states on their front door "No junk mail, no community mags, no circulars, no free papers or no leaflets etc." do NOT put a magazine through their door.
- 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.

4. **BE SAFE**

- Don't forget to take your mobile phone with you.
- Ensure another 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.
- 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 for ANY reason at all.
- 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 9am and 7pm. Please DO NOT deliver outside of these hours.
- Avoid shortcuts through woods and wastelands. Never deliver in the dark and if dusk is approaching ensure you have appropriate light reflective clothing.
- All houses should be accessible from the pathway.
- 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.
- 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 it 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 One magazines take extra care when pushing them through the letterbox.
- Any accidents must be reported to us as soon as possible.
- Always wear appropriate and comfortable shoes for walking.
- The magazines are in boxes that can be quite heavy to move. Please observe the Manual Handling Guidance provided by the Government's Health and Safety Executive and read the Health and Safety guidelines with your application.