

## DISTRIBUTION OF LIVINGLIFE PUBLICATIONS PRODUCTS

This pack of information is designed to give you the information you need in order to safely and successfully complete a distribution of magazines and leaflets. It is important that you take the time to go through this information before distributing for the first time.



### BEFORE DISTRIBUTING FOR THE FIRST TIME

It is important that you read the enclosed information and follow these steps.

- Read the Information, Terms & Conditions (page 2)
- Read the Health & Safety Guidelines enclosed (page 3)
- Keep the contact details (page 4) in your phone and computer for future reference.
- Very Important: Follow the instructions in the paragraph below

Go to [www.livinglifepublications.co.uk/distributor](http://www.livinglifepublications.co.uk/distributor) and complete the declaration form with your bank details.

**WITHOUT THIS WE CAN'T PAY YOU!**

ANY PROBLEMS? SEE CONTACT DETAILS ON PAGE 4

## INFORMATION, TERMS & CONDITIONS

### 1. COMMUNICATION

We will generally communicate with you via email or text message. It is important that if you change your email address, phone number or lose your phone that you let us know.

Obviously we need you to do the actual delivery, but responding to messages is equally important, and make our job much easier. We would really appreciate you being responsive.

If you are likely to have any issues completing your route or any delays, let us know with as much notice as possible and before we deliver your next batch.

### 2. MAGAZINE DROP OFF

Magazines and leaflets are delivered in cardboard boxes. You will have a regular dropoff date for your delivery

You have seven days to complete the route from the date of magazine receipt unless agreed in writing (e-mail) before the magazines are dropped off. E.g. if we deliver on a Saturday, you have until the following Saturday to do the distribution.

We will ring the doorbell to hand over your delivery. If you are not in, we'll leave the boxes on the doorstep or if you prefer them to be put somewhere specific or with a neighbour, just let us know.

### 3. BEFORE DISTRIBUTION

- You must only deliver the magazines and leaflets we have supplied to you. You are not permitted to deliver any other publication or material at the same time as delivering for LivingLife Publications Ltd
- If someone is going to help you with distribution please let us know in advance so we can give them a logon to Round Control for the tracking.
- If you have leaflets to include, we suggest these should be inserted into the magazine before you go out.

### 4. DURING DISTRIBUTION

Deliver only one magazine per house and push each copy through the letterbox (all the way through and not left hanging out) and not left outside. If there is a porch you can usually open the door to reach the letterbox. If you really can't find where to post it, don't deliver there and let us know on your report. Do not walk across lawns/gardens – please use paths.

If the property says 'no junk mail' don't deliver. If it says 'no free newspapers' DO deliver. Unless your route map specifically says, do not deliver to flats.

Not too early or late please! If you start your deliveries too early in the morning, it can wake residents and upset them. Don't deliver before 7am on a weekday, 8am on a Saturday and 9am on a Sunday. And in the evening, don't deliver after sunset.

### 5. POST DELIVERY REPORT DISTRIBUTION

The list of roads provided may not be completely accurate. Deliver to every road you can find on the map or on the list. When you complete the form on the Round Control app, you'll be able to say how many left over magazines you have or if you have any shortages. If you have a number of magazines left over we may arrange to collect them. However if you haven't heard from us within 5 days you can recycle anything you have left.

### 6. IF YOU WANT TO STOP

If you no longer want to continue with your distribution we ask that you do this BEFORE the last delivery when you will be given Distributor Wanted leaflets to insert in your magazine to find a replacement if there is no one on the waiting list. Please try to let us know in advance.



# HEALTH AND SAFETY GUIDELINES

PLEASE READ THOROUGHLY

Please ensure you take your distribution list with you. Please note down any problems e.g. dog in garden, gate locked.

If you are doing a long delivery we suggest you take a bottle of water with you, especially during warm weather.

## KEEPING SAFE

### UNDER 18S ONLY



- Ensure an adult knows when you are going out to undertake distribution and give an estimated time of return.

### All Distributors



- Never enter anyone's house and 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).



- All houses should be accessible from main roads. Do not take short cuts through isolated or unknown areas.



- Don't deliver before 8am in the morning or after sunset as residents will complain. If dusk is approaching wear light reflective clothing.



### Avoiding Accidents & Injury



- Never carry more magazines than you feel comfortable with.
- We suggest a rucksack for carrying the mags is ideal, and many of the team suggest wearing it back to front is a quick way of getting the magazines.



- Always wear fully closed in shoes or trainers to protect your toes.
- Don't 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.)



- If there is a dog loose in the garden do not deliver to this property. If you can hear/see a dog in the hallway when you are delivering take extra care when pushing the magazine through the letterbox. If in any doubt exclude the property.



- Please take extra care when crossing roads and ensure that you cross in safe places. If you are listening to music while doing your round, remove your earplugs or headset before crossing any roads.



- 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).



## TIPS FOR EFFECTIVE DISTRIBUTION

Our aim is to enable you to complete your distribution as quickly as possible. There are a number of things you can do to help yourself.

1. If you have leaflets (for which you will be paid extra), always 'prestuff' before starting delivery. It's fiddly to do it as you go along and will slow you down. Also stuff the leaflets as soon as you receive your delivery. Then you'll be ready to start your distribution when you have a spare hour and the weather is dry.
2. It is really important to be systematic and have a pattern with your delivery. Once you get out there delivering, every house will look the same and you will soon find it hard to remember whether you've been down this avenue already.
3. If you have taken a car or have been dropped off, start in the middle of your route. That way you can top up on magazines half way through.
4. If you have someone helping you, the most effective way to work will be to split up rather than trying to cover the same roads together. If you prefer to do the same roads though – or it's a really long road – one of you should do one half, and one the other.
5. If it's raining, it really isn't worth trying to do distribution. It'll slow you down, the mags will get wet and so will you.
6. Forget fashion – wear comfortable shoes such as trainers and loose (rather than tight fitting) clothes. You might not look great but your delivery will be quicker and more comfortable.
7. Enjoy it! You are out in the fresh air, getting valuable exercise and being paid for it.

## AFTER DELIVERY

Once your route has been completed and you've filed your report via the app, we will be able to see your tracking and check your delivery is correct. Payment will be within a few days – usually on a Friday or Monday.

Note that if you fail to track your delivery, we'll have to do further cross checks and that does mean your payment will be delayed. We may also deduct part of your payment if you haven't tracked your route.

### NEED EXTRA TIME?

Every effort is made to be flexible where possible and we fully understand the time constraints of studies, exams, holidays, family commitments which is why we give 7 full days and always a weekend to complete the delivery. If we experience adverse weather you may get a text with the completion date

extended. If you need extra time please contact us, **WITHIN THE EXPECTED DELIVERY PERIOD**, by text or email first of all with your reason and the anticipated date you can complete.

### HOLIDAYS

Finding cover for holiday is very difficult for us. We can often drop your delivery with a neighbour while you are away or give you extra time. But if none of these work please give us as much notice as possible so we can ask someone else to take on your route.

### EMPLOYMENT STATUS

You are self-employed and responsible for declaring this income to HMRC, where appropriate. Note that current guidelines advise that you can earn up to £1000 a year without having to declare self-employment. However if in doubt check with HMRC.



## CONTACTING A MEMBER OF THE LIVINGLIFE TEAM

**Important:** If you spot something wrong just after drop-off – wrong route, mags missing, leaflets missing, let us know as soon as possible.

Your main contact for delivery related issues will be

**John McBurney - 07958 555536**  
(Text / Phone / Whatsapp)

Should John not be available, then please reach out to

**Andrew Martin - 07957 333226**  
(Text / Phone / Whatsapp)

For non-urgent queries, please email [admin@livinglifemagazine.co.uk](mailto:admin@livinglifemagazine.co.uk)