

## SHORT GUIDELINE FOR DISTRIBUTORS

Important information/work aid – please read through carefully!

### 1. What do I need to take note of during delivery?

On the distribution day, the packages are delivered to the agreed storage locations, by 13.00 at the latest (Wednesday or Saturday).

Using the delivery note, check whether

- the right packages have arrived.
- the quantity is correct.
- important notifications are printed on it.

### 2. When do I distribute?

On the contractually agreed distribution day (changes are on the delivery note), see point two of the employment contract.

### 3. Where do I actually distribute?

See map or road layout. For larger places with several distribution areas, the middle of the street acts as the border, for streets where distribution areas overlap, unless otherwise indicated. The distribution area must be adhered correctly, so that there are no placement errors or double placements!

### 4. How much do I distribute?

In principle, one delivery product must be placed in each letter box. If there are houses with only one letter box for several families, then one copy must be delivered to each family. In the case of a lack of or surplus of copies, you must call the area supervisors!

### 5. How do I distribute?

The delivery products should be placed in letter boxes or newspaper boxes as fully as possible. If the letter boxes are in the house, then ring the bell and politely ask them to open the door. The goods must never be placed in a pile in front of the house entrance, on the stairs, on garden fences or similar!!!

### 6. Who do I deliver to?

Warning! Please note the precise difference between weekly newspapers and individual brochures:

- Brochures** – each private household in the distribution area should be delivered to (**exception: advertising ban**)
- Weekly newspapers** – each private household and also industrial estates, business and office buildings, shopping centres, old people's homes, hospitals etc. (**Exception: ban on weekly newspapers**) will be delivered to.
- Community leaflets, waste disposal calendar from districts, police information etc.** – delivered to every household in the distribution area without exception!

Please always adhere to the message on the cover sheet.

### 7. Do I need to take notice of stickers?

Advertising bans must absolutely be adhered to! Yet, here too there is a difference between weekly newspapers and brochures. This means, if e.g. "no adverts please" is stuck on the letterbox, then the complete weekly newspaper (with all the inserts) can be posted through the letterbox. If there is a sticker saying e.g. "No adverts or free newspapers please", then brochures and the weekly must not be posted through the letterbox under any circumstances!



Please do not post any adverts or free newspaper

Brochures/distribution sets? NO  
Weekly newspaper? NO

To this end, please note the information on the package cover sheet – examples:

- Deliver to ALL private households, businesses and "no advertising" households! Do NOT insert delivery product into other objects" = the delivery product (e.g. community newsletter) to be distributed, must NOT be inserted into another delivery product, and must be posted through the letter box separately, in spite of the advertising ban sticker.
- "Brochure/other delivery product MUST be inserted into advertising paper/distribution set before distribution!" = delivery product will be sorted into the advertising paper/distribution set by the distributing person before posting.

### 8. What should I do with residual quantities?

If there are residual brochures or weekly magazines after distribution, these must not be placed in the paper recycling. On the next delivery day, the delivery drivers will take these delivery products back. Please carefully bundle the delivery products into one package, and label it with the exact reason for the return. For this you need to fill out the lower part on the package cover sheet for the valid distribution day.

See picture

### 9. Where can I find more detailed information?

See employment contract – attachment “work guideline”

Fahrertour: SMÜ-Köbr\_Fischach\_Mickhausen

**RUECKWARE:**  
Bitte dieses Blatt unbedingt ausgefüllt an die Rueckware befestigen!

Originalpaket	Anzahl Pakete	3	Stueckzahl	64	Verteiltag	09.02.2022
Rueckware	Anzahl Pakete	1	Stueckzahl	8	Verteiltag	9.2.22

Grund der Ruecklieferung (bitte ankreuzen)

Fehllieferung    falsche Haushaltszahl    Sonstiges

L-Nr: 1 | Gr: 1 | R-Nr: 12 | Anz. DB: 3

### 10. When should I call the area supervisor?

If you have any further queries about individual points, or you need to report differences in quantities, you should inform pd.KURIER. The contact details of your area supervisor can be seen on the personal area of the internet portal at [www.pd-kurier.de](http://www.pd-kurier.de).

### An important point to conclude...

Our customers expect high delivery quality!

Please help to avoid complaints, by adhering precisely to the aforementioned points. Each package delivered is provided with a code per distributor, and every week we carry out checks in the areas, in person or by telephone. In addition, especially weekly newspapers and food brochures (e.g. Netto, E-Center, Aldi, Lidl) are expected by the households and/or advertising customers each week. As a rule, non-delivered/overlooked households complain to us immediately!