

TDG Distributors Form T + C's April 2026 Distributors Terms & Conditions For Hampshire Media Group Ltd – (T/A The Directory Group)

TDG Directories: Monthly distribution of Directories + leaflets

Terms of Employment

If you are between 13 and 16 years old, at the appropriate time we will issue a Child Employment Forms for you to complete. This CEF will be sent to the relevant authorities. to provide Work Permit for you. We will email a copy to you when we have it.

If you are 17 or over, you have to send as an email and complete the application box to tell us how you want to work with us:

As Self-Employed: It is your responsibility to declare all self-employed earnings to HMRC. Being employed by us: at the appropriate time we will send you a Starter Check List (the Old P46) to complete. If you don't have any other income, you will not be taxed. If you previously or at the same time, have a job you must provide an P45. If you don't provide us with the correct tax code, you will be employed with the Basic Rate tax code. This does means that all your earnings with as will be taxed at 20%. You can recover this tax. at the end of the financial year, depending on your circumstances. Any other way of working is considered illegal!

The requirements from each individual distributor when they receive a round to deliver: Please let us know if you need a trolley or a bag to do your round. Also let us know if you. have special instruction for delivery in case you are not home when we deliver (ex. On the porch).

The directories will usually be delivered to you once a month between Monday – Friday prior to the last weekend of each month, (dates on the TDG Distribution Dates 2026 Sheet) and you must complete your deliveries by the following Wednesday, as noted.

You must check that you have had the correct amount of directories and leaflets delivered and report any issues immediately by text or email or call and once you have stuffed the magazines with the flyers you need to deliver them to the properties and businesses on your round list – through all letterboxes.

If it is, you first time of doing a round – please email your bank details to: Distribution@thedirectorygroup.co.uk (Bank name, Account name, Sort code and account number

Failure to confirm completion and bank details will result in non-payment of your round!

Payment will be made by Bacs directly into your bank account:
Wages will be paid before the end of the following month, between the 25th – 28th.

Rates for the delivery of directories and leaflets for new distributors April 2026

TDG Distribution: 1 directory + up to Five (5) leaflets – (ranges from 7p – 10p depending on roads) per house delivered.

if additional leaflets are delivered, extra payments will be made.

The directories must be delivered between the hours of:

08.00 – 20.00 (8am-8pm) MONDAY – SATURDAY

09.00 – 20.00(9am-8pm) SUNDAY

Not during the night!!!!

Please ensure that each directory is placed fully through the letterbox of the house and not left on the doorstep or within the garden, also remember to shut any gates behind you. Please ensure that you only deliver to the area specified on your route list, (this prevents overlapping).

If you have flats in your area the service access time is normally between 08.00-11.00 Mon – Fri (you may also be able to use the TRADE button). Directories must be posted through individual letter boxes - please do not leave them at the bottom of the stairs or by door entrances as they may cause a safety risk. If you can't deliver to flats, please let us know which one and why and we will collect the magazines and adjust the amount that you will receive next month. Help us save a tree!

Please ensure that leaflets are inserted in every directory and you only deliver one directory to each house. If there are A4 size leaflets, they need to be folded (unless told otherwise).

**Please deliver to all business, restaurant and shops on your round.
Do not dump undelivered directories or leaflets!**

A breach of any of the above rules could result in you not being paid. Please give one month's notice if you wish to take a holiday or decide to give up your round.

The GDPR Compliance The law of regarding keeping your personal data has changed. We want to let you know that we don't share or sell your personal data to anyone. We keep your data on a secured server, in a secure location. Only 3 persons in the company have access to your personal data. Your personal data are deleted after our contract has ended. As long as you are on our waiting list or work as a cover or permanent distributor, you are agreeing to receive emails, texts and phone calls which are informing you about job availability or information about your distribution.

If you don't want to be contact by us and your information to be deleted from our date base, please email or text to the following contacts: 01730 260746 07703 002674

distribution@thedirectorygroup.co.uk