

TDG Distributor Guide (Terms & Conditions – April 2026) The Directory Group (Hampshire Media Group Limited)

Each Month you will receive a text message to advise the day that you will receive the directories and leaflets and the date that the delivery needs to be completed by.

1. What You Do

Your job is to:

- Put leaflets inside directories
- Deliver them to houses and businesses on your round
- **You must deliver everything properly and on time.**

2. If You Are Under 16

- You will get a **Child Employment Form** to fill in after you have completed 3 rounds.
- We will send it to the council for your work permit

3. Before You Start

- Tell us if you need a **bag or trolley**
- Tell us where to leave your delivery if you're not home
- Send us your **bank details** (so we can pay you)

4. When You Get Your Delivery

You will receive:

- Directories
- Leaflets (**THESE BOXES WILL BE MARKED LEAFLETS**)
- A round list (where to deliver) houses and shops/businesses
- List of leaflets included
- (New distributors will also receive a T & C's and Distribution Date Sheet for 2026)

IMPORTANT:

- Open **all boxes**
- Check you have everything

- If anything is missing → **tell us IMMEDIATELY – CALL, TEXT OR EMAIL US**

5. Getting Ready (Stuffing)

Before delivering:

- Take all leaflets out and sort them
- Put leaflets inside each directory

You should have roughly the same number of each check – but check the leaflet sheet for any reduced amounts or notes
Do NOT start until you've checked everything

6. Delivery Rules

When You Can Deliver

- As soon as you have stuffed your directories, you can start to deliver.
- You need to complete your distribution by the date on the Distribution Date Form, which will also be text to you.
- Only deliver between 8am – 8pm please.
Do NOT deliver at night

How To Deliver

- Put the directory **fully through the letterbox**
- Do NOT leave it:
 - On the doorstep
 - In the garden
- Close gates behind you
- Do not walk across the garden to get the next property

Where To Deliver

- Every house on your list
- Flats (through each letterbox)
- Shops, businesses, restaurants

Deliver even if it says **“No Junk Mail”**

Flats

- Try the **TRADE button** if there is one
- If you can't get in:
 - Try ringing
 - If still not possible → tell us
 - Best time to deliver is mornings as the postman does
 - Do NOT leave them in piles or outside

7. Important Rules

- Deliver **everything on your round list**
- Only **one directory per house**
- Make sure **leaflets are inside**
- Do NOT deliver outside your area

8. Finishing Your Round

When you're done:

- Go online on our **website, www.thedirectorygroup.co.uk leaflet, design, print & distribution packages page and you will find the click through to the DISTRIBUTORS PAGE and confirm completion** and answer all the questions – your personal number is shown on your round sheet.
- **Please complete this AS SOON AS YOU HAVE COMPLETED YOUR ROUND.**
- This is **required to get paid**
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9. Pay

- Paid by bank transfer between **25th–28th next month**

How much?

- The payrate agreed for your round.
- **Extra leaflets OVER 5 = extra pay**

10. If There's a Problem

Tell us **IMMEDIATELY** if:

- You can't finish your round
- You're missing items
- You can't access buildings

11. VERY IMPORTANT – No Dumping

Never throw away directories or leaflets

If you do:

- You won't be paid
- You may lose your job

We check deliveries and people report missing ones.

12. Safety

- Don't deliver in the dark (unless with an adult)
- Be careful of dogs
- Stay safe at all times

13. Taking Time Off

- Give **1 months' notice** if you want to stop the job or if you are going on holiday.

14. Contact Us

- **Email: distribution@thedirectorygroup.co.uk**
- **Phone: 01730 260746**
- **Mobile: 07703 002674**