

NEWSPAPER DELIVERY GUIDE.

Everything you need to know about delivering newspapers and leaflets.





DEAR DELIVERER.

Welcome to the All-Inn team! From now on, you are an important link in our distribution process, just like thousands of other enthusiastic newspaper deliverers.

All-Inn has existed since 1985 and quickly our family business grew into a professional media company. There's a good chance that someone you know is currently delivering or has delivered newspapers for us.

By delivering the door-to-door newspaper and leaflets correctly and on time, you make many people happy: the publisher of the newspaper, the entrepreneurs who advertise in the newspaper or have attached a leaflet, the municipality, the readers of the newspaper and of course us - as a distribution organization.

This guide contains exactly what you can expect from your new part-time job and how you can become the best newspaper deliverer in town.

Have fun delivering!

Team All Inn

PS you can always reach us at bezorgers@verspreidingen.nl

Don't forget to return the signed delivery agreement and a copy of your bank card and ID (front and back).



PREPARATION.

Your delivery district.

From now on you deliver door-to-door newspapers and leaflets in your own delivery district. Take a good look at your 'street list' so you don't forget any addresses. Oh, and pay attention to house numbers; sometimes you only need to deliver on one side of the street.

Home delivery.

The door-to-door newspapers and leaflets will be delivered to your home. The driver will place the packages at your front door. Do you prefer a different location? Discuss this with our delivery administration. They will ensure that our drivers are informed.

Folding leaflets.

As soon as you receive the packages with newspapers and leaflets, start folding the leaflets at home. One by one you take a leaflet from the stack. Use the last one as a cover. Put the complete package in the newspaper. When you do this on the road, it takes a lot more time.

Ready to go.

For some delivery districts, the leaflets are already machine-folded. Good for you! Only when our driver delivers two different packages with leaflets, you have to make one package out of it.

Receipts.

Once the driver delivers the newspapers to you, you will receive a receipt, this is your payment receipt. Check it carefully. Are you missing something? Please contact the delivery administration via bezorgers@verspreidingen.nl.

Sometimes the driver comes to your home twice because he delivers the leaflets first. The newspapers will be delivered later, this may be on a different day. You will receive a pre-drive receipt with the leaflets and a payment receipt with the newspapers.




RECEIPT.

This number is for the driver so he knows which route to drive.

Here you can find which leaflets and door-to-door newspaper you will be delivering this week.

Koppeltstraat 36
7391 AK Twello
Telefoon: 0571-274137
Email: bezorgers@verspreidingen.nl
www.verspreidingen.nl

 **All-Inn**
VERSPREIDINGEN

Route 0313 / 10

Voor:

Telefoon:

Wijk:

Pakken	Opdrachtnr	Omschrijving	Aantal
0	2023.15.3646	Folder 1	130
0	2023.15.6664	Folder 2	130
0	2023.15.6962	Folder 3	130
0	2023.15.6993	A5 algemene werving wk 15	130
0	2023.15.5971	Hofweekblad	150

**** Hofweekblad ook bezorgen bij adressen met een NEE/JA sticker ****

Vergoedingen overzicht
Vergoeding deze periode: €

Klachten overzicht
05-04-2023: Meerdere weken niet ontvangen
Straatnaam + huisnummer:

Due to the different letterbox stickers, there are more newspapers than leaflets.

Please note: sometimes there are additional instructions for delivery.

If anyone made a report about previous deliveries, you can read it here.

The two digits in the middle of the order number indicates the week number.

This is your compensation for the delivery this week.



DELIVERY.

Delivery time.

In our 'welcome email', you will find the delivery day and time for your district. It is your responsibility to deliver the door-to-door newspaper and leaflets on time. If you are late, residents may report it to us.

Mailbox stickers.

Some residents may not want to receive the door-to-door newspaper or leaflets. They indicate this with a mailbox sticker. Only the official stickers from the overview count; you can ignore stickers from 'Loesje' or 'Defensie'.

Shops and companies.

Entrepreneurs also appreciate receiving the newspaper and leaflets. They may have advertised or included their leaflet with the newspaper. Tip: visit before closing time, as shops often do not have mailboxes.

Bike bag.

You are allowed to deliver the newspapers in your own way. Do you deliver by foot or by bike? At All-Inn, you can purchase a large bike bag for € 17.50. This amount will be deducted from your salary in one or two installments.

MAILBOX STICKERS.		Leaflets	Door-to-door newspaper
		✓	✓
		✗	✓
		✗	✗
No mailbox sticker		✓	✓
No mailbox sticker in a 'opt-in municipality'		✗	✓



NOT NOW.

Illness.

Are you feeling under the weather? Bummer. We hope you recover soon! The newspapers still needs to be delivered, so please find a replacement. Perhaps a sibling, neighbor, or your parents can deliver the newspapers and leaflets? If that's not possible, call 0571 - 274137.

Absent.

If there's a time when you can't deliver newspapers, we'd really appreciate it if you could arrange a replacement yourself. If you've tried everything but can't find a replacement, please let us know as soon as possible via bezorgers@verspreidingen.nl.

Summer holiday.

It's time to relax! Are you taking some time off during the summer? Don't forget to arrange a replacement for your delivery district. We would like to receive the address where we can deliver the newspapers during your holiday as soon as possible.

Are you unable to find a replacement? Please let us know. We will then arrange a replacement. Good to know: we expect you to fill in for another newspaper deliverer yourself.



ALL-INN STAR.

Delivery quality.

You're a fantastic deliverer, but there might be times when you forget a mailbox. It happens. The readers miss their newspaper and leaflets, and they report it to us. We will then ask you to deliver the forgotten newspapers and leaflets. These addresses will be listed on your payment receipt.

We regularly check the delivery quality. If you receive three or more reports in a short period of time, you will receive a warning from us. If the reports continue, we may withhold your compensation or immediately remove you from the delivery district, along with any outstanding payments.

Please pay attention:

- Put newspapers and leaflets entirely in the mailbox.
- Walk along paths, not through gardens.
- Do not place your bicycle against garden fences and gates, as these can break.
- Beware of parked cars. Your heavy bicycle bags will make your bike fall over more quickly.

Dumping.

We can't imagine it, but some newspaper deliverers dump their newspapers and leaflets in containers or in nature. This is an absolute no-go! We will immediately stop the collaboration, withhold outstanding payments and inform the environmental police.

Quantities.

We do our best to deliver the exact number of newspapers and leaflets to you. You often receive five extra leaflets. If you are short on newspapers or leaflets, or if you receive too many, let us know.

New residences.

Do you spot new homes in your delivery district or perhaps homes that are being demolished? Please inform us and we will update the delivery district in our system.

Counting stickers.

As a new deliverer, you have received a form to count mailbox stickers. This helps us keep the system up-to-date. It's convenient to do this in your third week of delivery; by then, you'll be familiar with the district.



PAPERWORK.

Delivery fee.

Of course, you get paid for your hard work. Once you start delivering, you will be informed about your compensation, which depends on the number and weight of the leaflets and/or newspapers. The compensation varies each week.

Around the 15th of each month, you will be paid for the entire previous month. So, on January 15th, you will be paid for the entire month of December. You can calculate your payment by adding up your payment receipts.

Tax & annual statement.

As we are not considered employers by the tax authorities, you are not allowed to register us as an employer with the tax authorities.

This also means we only provide a yearly statement upon request. You can request this in the month of January.

Delivery rules.

From the age of 15, you can deliver door-to-door newspapers and leaflets on your own.

If you are 13 or 14 years old, you can deliver newspapers under supervision. Your parents are responsible for your wellbeing.

As a younger individual, you are not allowed to deliver in high-risk areas, such as neighborhoods involved in drug activities.

Good to know: if we still need a document from you, such as a copy of your bank card or ID, we won't be able to process your payment yet.



PAPERWORK.

Safety.

Please inform us if you don't feel safe during delivery, or believe the distance is too far to cycle. We will find a solution.

Did you damage something or incur any losses during delivery? Bummer. Since you're not employed by All-Inn, please check with your personal insurance.

I quit

Do you want to quit your delivery job? Boo-hoo! You can inform us via bezorgers@verspreidingen.nl. You make us very happy when you find a replacement to take over your delivery district.

Good to know: Your notice period is four weeks. The week in which you resign or are absent doesn't count. If you started in November or December, the notice period is three months.

Delivery agreement.

This delivery guide is part of the signed delivery agreement. All-Inn is entitled to amend the guide unilaterally.

Do you know someone who also wants to deliver? Cool! You will receive € 10 when the new deliverer completes three months without any reports.



CONTACT.

All-Inn Verspreidingen B.V.
Koppelstraat 36
7391 AK Twello

www.allinnbezorger.nl

bezorgers@verspreidingen.nl

0571 – 274 137 Option 0 + four digits of your zip code.

We are available for you Monday to Friday from 8:30 AM to 5:00 PM.

Delivery adventures.

We love it when you share photos of your delivery adventures with us! We share the best photos on our social media channels.

Follow us on:



@allinn_verspreidingen



BEZORGBAAS



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salomon