

Air Business Distribution Only Guide 2021

1. Introduction



Welcome to the Air Business Distribution Only Presentation Guide. It contains a set of guidelines for the presentation of jobs dispatched from Air Business but fulfilled elsewhere.

Air Business utilises numerous shipping agents, all of whom have specific requirements for how mail is presented. The rates that Air Business offer are based on mail items being presented correctly, country-sorted, and split by service and format.

Presenting mail as per requirements outlined in this guide, will ensure your mailings are entered into the postal network as quickly as possible.

Thank you for your cooperation.

Please Note:

Since 1st January 2021 there have been changes to customs requirements for Packets & Goods that may be enforced by some customs regulators going forward. These items may require S10 barcodes for tracking, CN22/23 declarations and electronic data to be sent to suppliers for Customs clearance. We have a working solution in place, however as the situation continues to evolve, we are working with our suppliers and will keep you updated if requirements change. In the meantime, if you require further information please speak to your Account Manager.

2. Palletising Jobs

Sortation & Bundling:

Please ask your fulfilment house to provide pallets sorted in the following way:

- Class of service (e.g. First and second class)
- Format (e.g. Letter, flat and packets)
- Country order

Please clearly separate any mailing splits with a piece of card or a divider on the pallet, so that each element of the mailing can be clearly identified.

Shipment Manifest:

Please send an electronic manifest to CRGDistribution@airbusiness.com (Excel or CSV format), listing the following details of items on each pallet:

Destination (Country), number of items, weight

Please include a printed version of this manifest on top of each pallet.

2. Palletising Jobs (continued)

Packing Weights:

Maximum bundle weight: 7kg

Maximum box weight: 10.5kg

As various pallet networks are utilised, a pallet could be loaded and unloaded several times before reaching Air Business. The maximum weight for pallets is 750kg.

Pallet Packing & Presentation:

Pallet utilisation should be maximised, whilst ensuring the work is properly pallet-wrapped or strapped to ensure the integrity of the pallet during transportation.

There should be a pallet cover in the form of a strong cardboard to protect the magazines and the pallet as well as pallet edges during transportation.

We reserve the right to reject pallets not sufficiently packed to the requirements outlined above.

2. Palletising Jobs (continued)

Examples of a well-constructed pallet, with a card cover and pallet edges to maintain contents in sorted order during transportation, can be seen in Appendix B (on page 10) .

Pallet Labelling:

Please include a Pallet Label on each pallet that can be clearly seen on top or side of the pallet to include the following information:

1.	Collection company name and address (from)
2.	Name of client/ Publisher
3.	Title job/magazine or description of contents
4.	Air Business consignment number (Con Note) - where applicable
5.	Number of items on pallet
6.	Gross weight of pallet
7.	Total no. of pallets e.g. pallet 1 of 1 // 1 of 5

3. Booking jobs in to Air Business



Collections and deliveries

Once you know when a delivery will be ready, please e-mail the addresses below in advance of delivery to confirm pick-up arrangements or to alert us to an imminent delivery.

Transport@airbusiness.com

CRGDDistribution@airbusiness.com

Please DO NOT email individuals.

The same email addresses can also be used as all-purpose contacts for any questions, which you might have at any stage of a delivery.

3. Booking jobs in to Air Business (continued)



Delivery Request Form

If you are delivering items to us yourselves, please complete the '[Delivery Request Form](#)' and send to Transport@airbusiness.com and CRG@airbusiness.com **before 4pm on the day before the delivery is made.**

These are to include yours/your printer's references and contact details. The Date of Delivery is the date the items are due into Air Business - and if you can also provide an approximate time of delivery, this will help us in terms of planning.

Opening times for deliveries are 7am to 6pm Mon-Fri (anything arriving outside these hours will need to be agreed in advance with the Transport team and may incur charges).

You can add any additional information to the Notes section that you think will be useful for us to know.

See Appendix A (page 9) for an example of the full form and to view our guide with details on how to fill it in click here [Air Business Pre-Alert Guide](#).

The first section of the form is for Delivery information;

To	Air Business, Transport Department
From	Matt Hirst Inc
Reference	AB1234567890
Date of Delivery	07/04/2021
Estimated Time of Delivery	10:00

Contact Name	Matt Hirst
Contact Phone	01727 123456
Contact Email	matthew.hirst@airbusiness.com

Company Name	Matt Hirst Printing Inc
Number of Pallets	2

Notes	I have no other notes.
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3. Booking jobs in to Air Business (continued)



Collection Request Form

If you require Air Business to collect your items, please complete the '[Collection Request Form](#)' and send to Transport@airbusiness.com and CRG@airbusiness.com as soon as possible, but **no later than 10am on the day the overnight collection is required.**

These are to include yours/your printer's collection references and contact details. The Date of Collection is the date the items will be ready for collection by Air Business. Please also specify the time the goods will be ready from and your closing time.

Please note that Collections can only be made in 2 hour slots from 9am to 5pm Mon-Fri, so please ensure there is enough time from 'Time Goods Ready' for the collection to be made. (Collections outside these hours may incur additional charges and need to be confirmed with the client and our transport team in advance.)

You can add any additional information to the Notes section that you think will be useful for us to know.

See Appendix A (page 9) for an example of the full form and to view our guide with details on how to fill it in click here [Air Business Pre-Alert Guide](#).

The first section of the form is for Collection information;

To	Air Business, Transport Department
From	Matt Hirst Inc
Reference	AB1234567890
Date of Collection	07/04/2021
Contact Name	Matt Hirst
Contact Phone	01727 123456
Contact Email	matthew.hirst@airbusiness.com
Company Name	Matt Hirst Printing Inc
Collection Address	123 Example Street
	Testingbury
	Testfordshire
	UK
Collection Postcode	AB1 2CD
Time Goods Ready	12:00
Your Closing Time	19:00
Number of Pallets	2
Notes	I have no other notes.

4. Job Received for Dispatch

Once your work arrives at Air Business ready to be dispatched we will carry out the following checks to ensure it can be sent out as quickly as possible:

- Check pallet labelling
- Pallet condition checked on arrival (any sign of damage such as water and dents)
- Total weight and quantity spot-checked against job bag routings
- Sample checks

Any issues recorded at point of receipt will be communicated to you as soon as possible after receipt.

We reserve the right to reject pallets that are damaged on arrival.

APPENDIX B

Example of well-constructed pallets with a card cover and strapping to maintain contents in sorted order during transportation.



APPENDIX C

Remedial Charges

Charge Type	As a result of:	Rework Fee (per job)	Rate per volume per 1000 (min of 1000)
Sortation	Incorrect/ Incomplete sortation of Bundles	£29.95	£40.00
Oversticking	Non-readable/no PPI, Low Print Quality	£29.95	£90.00

Thank you

If you have any questions regarding information in this guide please contact your dedicated Customer Relations Executive or Account Manager.