

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 \$10 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.

<u>Transport@airbusiness.com</u>

CRGDistribution@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 '<u>Delivery Request Form</u>' and send to <u>Transport@airbusiness.com</u> and <u>CRG@airbusiness.com</u> 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 <u>Air Business Pre-Alert Guide</u>.

The first section of the form is for Delivery information;

То	
	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.

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 <u>Air Business Pre-Alert Guide</u>.

The first section of the form is for Collection information;

То					
	Air Business, Transport Department				
From	Matt Hirst Inc				
Reference	AB1234567890				
Date of Collection	07/04/2021				
Date of Concension	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 A



Air Business Ltd

Mosquito Way

Hertfordshire

The Beacon

Hatfield

AL10 9WN

Transport delivery request form



Delivery Request Form

v1

Please abide by the format within this sheet to allow automatic upload into our systems. Auto Populates

То	
	Air Business, Hatfield
rom	Example Publishing
Reference	123456789
Date of Delivery	11th Aug 2021
Estimated Time of Delivery	12pm
Contact Name	Dave Brown
Contact Phone	01234 567890
Contact Email	dave@example.com
Company Name	Example Publishing
Number of Pallets	1

Pallet	No of	
Number	Cartons/Bags	Total Weight
1	11	648.75

Pallet	No of	
Number	Cartons/Bags	Total Weight
1	11	648.75

	AB Account /		Publication	Issue			Number of	(Max 10 Pallets		
Job Type	Client Name	AB Job Number	Title/Acronym	Date/Number	Copies	Item Weight	Cartons/Bags	per form)	Line Weight	Class of Service
Distribution Only	EXAMPLE	123456	EXA	12	100	0.250kg	2	1	25.000kg	2nd Class
Distribution Only	EXAMP	123456	Title 1	May	100	1.000kg	2	1	100.000kg	
Distribution Only	EXAMP	234567	Title 2	June	100	1.500kg	2	1	150.000kg	
Distribution Only	EXAMP	345678	Title 3	July	100	2.000kg	2	1	200.000kg	
Distribution Only	EXAMP	456789	Title 4	Aug	75	0.750kg	2	1	56.250kg	
Distribution Only	EXAMP	567890	Title 5	Sept	65	0.620kg	1	1	40.300kg	
Distribution Only	EXAMP	172635	Title 6	Oct	60	0.970kg	1	1	58.200kg	
Warehousing	EXAMP		Title 7	Nov	50	0.880kg	1	1	44.000kg	
					550		11		648.750kg	

Insert new whole rows for more lines (Maximum 100 lines per form)

Required Fields Optional Fields Not Applicable

Transport collection request form



Collection Request Form

Air Business Ltd

Mosquito Way

Hertfordshire

Tel: +44 (0) 1727 890 630

Fax: +44 (0) 1727 890 601

Transport@airbusiness.com CRG@airbusiness.com

AL10 9WN

The Beacon

Hatfield

Please abide by the format within this sheet to allow automatic upload into our systen Auto Popul

То	
	Air Business
From	Example Publishing
Reference	
Date of Collection	11/08/2021
Contact Name	Dave Brown
Contact Phone	01234 567890
Contact Email	dave@example.com
Company Name	Example Publishing
Collection Address	Flat 1
	53 Acacia Avenue
	Bedrock
Collection Postcode	NN56 7YY
Time Goods Ready	11:00
Your Closing Time	16:00
Number of Pallets	2
	_
Notes	

Pallet		No of	
Number		Cartons/Bags	Total Weight
	1	1	148.35
	2	2	150
	Ī		

ılate:	s		Tel: +44 (0) 1727 890 630
	No of Cartons/Bags	Total Weight	Fax: +44 (0) 1727 890 601 Transport@airbusiness.com CRG@airbusiness.com
1	1	148.35	CKG@aii busiii ess.com
2	2	150	

	AB Account /		Publication	Issue			Number of	Number (Max 10 Pallets per		Class of
Job Type	Client Name	Number	Title/Acronym	Date/Number	Copies	Item Weight	Cartons/Bags	form)	Line Weight	Service
Distribution Only	EXAMPLE	123456	EXA	12	100	0.250kg	2	1	25.000kg	2nd Class
Distribution Only	EXAMP	345678	Title 1	May	411	0.340kg		1	139.740kg	
Distribution Only	EXAMP	567890	Title 2	June	70	0.123kg	1	1	8.610kg	
Distribution Only	EXAMP	111110	Various	Various	75	Various	2	2	150.000kg	
					556		3		298.350kg	

Insert new whole rows for more lines (Maximum 100 lines per form) Required Fields

Optional Fields Not Applicable

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:		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.













