

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 9) .

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



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.

CRGDistribution@airbusiness.com

OpsAdmin@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)



When booking a job into Air Business, we require the following specific information, which can be easily filled out using the transport collection request form – see Appendix A (on page 8).

1.	Date and time you would like to make the delivery
2.	Collection company name, address and contact details
3.	Delivery company name, address and contact details
4.	Name client/Publisher
5.	Description of delivery & the job names/titles the materials are required for (if known)
6.	Total quantity
7.	Total number of pallets
8.	Total number of boxes
9.	Number of Spare/sample copies in case of damage
10.	An electronic version of your shipment manifest (outlined in section 2 above) with your email notification.

Please note that discrepancies and any remedial work will likely incur delays to the relevant mailings being dispatched, and may be subject to additional charges (see Appendix C on page 10). We will make every effort to keep this to a minimum, where applicable.

As part of our continued process improvement we reserve the right to update these requirements. Any updates will be advised in advance of implementation.

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.