

Air Business Pre-Alerts Guide 2021

1. Introduction



At Air Business, we are always looking for ways to improve our processes for the benefit of our clients. As part of this initiative, we are introducing a new system to allow us to track items electronically from entry into the business to dispatch and allow us to process your jobs quicker and more efficiently.

In order to do this, we are asking that all deliveries or collections are pre booked so that we can see exactly what we are expecting to receive each day.

As part of this, we are introducing new delivery and collection request forms that we will require to be completed and emailed to our transport department in advance.

This document is designed to give you information about the forms provided but also to help you fill in the forms if you require.

2. 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.

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. 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.

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.
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4. Pallet Breakdown (continued)



Job Type (Required)

There are 4 Job Types that you can select from in the drop down list (Cleanmail, Distribution Only, Fulfilment & Warehousing). Here are the differences:

- **Cleanmail** – These are jobs where Air Business has provided data or carriers and you are providing the mailing already fulfilled and ready to mail.
- **Distribution Only** – These are jobs where Air Business has *not* provided any data or carriers but you have fulfilled the mailing and are sending it to us ready to mail. (This will also include any post, mailbags or any e-commerce work).
- **Fulfilment** – These are jobs where Air Business will be completing the fulfilment. These are generally unwrapped copies that we will be adding addresses to and/or wrapping the items.
- **Warehousing** – These are items that are to be stored in our warehouse and sent out individually (generally gift products or bookazines that do not have a main mailing or additional copies for back issues)

4. Pallet Breakdown (continued)



AB Account/Client Name (Required)

If you know your Air Business Account Code please add it here. If you do not know, this should be the name of the client or publisher that is paying for the job. If you would like to know your AB Account codes, please contact your Client Relationship Executive.

AB Job Number - Cleanmail (required) / Distribution Only (optional)

Cleanmail - AB Job number is the consignment note number used for all our jobs. When we send you a Cleanmail data file, it will be the 6 digit number at the beginning of the file name. For carriers, it will be on the front page of the carriers (in this case 188098);

Distribution Only - If we send you pre-printed consignment note numbers, the job number will be the 6 digit number in the top right hand corner. If you do not have this number, leave this field blank. If you have multiple consignment notes per delivery, then please provide a line for each consignment note.

Publication Title/ Acronym (Required)

- Publication jobs - The *Title* of the magazine or journal. If these are normally referred to by acronyms, you can use these.
- Distribution only jobs - This will be what is used on the invoice to identify the job along with the Issue Date/Number field.
- Warehousing jobs - Description of the items you are sending.

If you have separate Version splits or Regional splits etc. please add a separate line for each split.

SOURCE FILE: USPS 188908
TITLE: Bow International OS 188908
CON: 188908
RECORDS: 95
MEDIA: LAB

4. Pallet Breakdown (continued)



Issue Date/Number (Required)

- Publication jobs - issue date or number that is on the item.
- Non-publication (Distribution only jobs) - Any reference number you would like to appear on the invoice.
- Warehousing products - Product code (Use the Air Business Product code, if its been provided, if not use client's product code or SKU)

Copies (Required)

This is the number of items you are sending for each line. Line Weight will auto-calculate when Copies and Item Weight has been entered.

Item Weight (Required)

This is the weight of an individual item and should be recorded in Kg. For distribution only, if you have multiple item weights throughout, please enter 'Mixed' and overwrite the line weight with the total weight of the line. Line Weight will auto-calculate when Copies and Item Weight entered.

No of Cartons/Bags (Optional)

If your items are boxed, strapped or bagged, please enter the number of boxes, bundles or bags.

4. Pallet Breakdown (continued)



Pallet Numbers

This is to identify when there are multiple pallets on the same delivery. Please number the pallets 1-10 and identify what is on each. If you are sending more than 10 pallets, please complete an additional form. If you are not sending any pallets, and just a select number of bags, please just add 1 to this column.

Line Weight (Required)

This is auto-populated based on the Copies and Weight. However, if you have mixed weights, you can overwrite this field with the total weight.

Class of Service (Distribution Only – Required)

Please declare the *class of service* you would like the items to be mailed: 1st for 1st Class, 2nd for 2nd Class, C for Courier and for any other service please specify. If you have specified multiple services on a con note or manifest, please write 'See Con Note' or 'See Manifest'.

Important: For E-commerce or Distribution-Only customers using the Bag Tags that we provide, please continue to use these to identify services.

Totals (Bottom Row)

The bottom line of totals will auto-calculate as you enter the information.

5. Pallet Weight Breakdown

The Final Section on both request forms is the Pallet Weight Breakdown. This is auto-calculated from the information in the Pallet Breakdown Table, so you should not need to update this.

Pallet Number	No of Cartons/Bags	Total Weight
1	13	129.75
2	16	196

6. Future Developments

As we roll out the new system, we will be introducing new pallet labels. When your collection or delivery is confirmed we will email you pre-populated labels to add to the pallets, this will allow us to recognise pallets as soon as they come into the building. We will also be able to provide email confirmation on receipt for printers/clients and notify of anything missing or damaged on arrival.

This will also stand as the basis for our plans to allow live job tracking for all clients, giving you the ability to see when jobs are received, what part of the process they are in and when they have been mailed out.

Thank you

If you have any questions regarding information in this guide please contact your dedicated Client Relationship Executive.