

Welcome to

## **DAYBURST COURIERS**

**Registered Business No. 2264866**

### **TERMS & CONDITIONS**

We would not normally consider a 'Stand Alone' ie single leaflet delivery except for heavier items as our experience is that a single leaflet can be damaged by draught excluders. Our ethos is that we aim to deliver the leaflets in as pristine a condition as possible. It is also a rule that leaflets are not inserted within each other, and generally they lay on the top of a thicker booklet such as the Diss Corn Hall programme, 'Diss Matters', Town Guides etc.

DAYBURST COURIERS reserve the right to decline any leaflet and will not be responsible for inaccurate or misleading information presented for delivery. Nothing of an offensive, indecent or obscene nature will be accepted. Competing leaflets will not normally be accepted for the same delivery.

The delivery span will be agreed with the customer at the time of order but this cannot be guaranteed and is dependent on weather conditions etc. The number of items delivered in any one drop is at the discretion of DAYBURST COURIERS but is usually limited to 3/4 items so as not to 'bulk out' householders. Delivery spans will be offered on a first come first served basis.

If access is denied to properties by security locks or other means, ie dog threat, a second visit will not necessarily be made. Like Royal Mail, we offer an 'opt out' (of delivery) option so that a householder may decline delivery.

In the case of multi-drop letter boxes, ie where a letter box serves more than one person or business, DAYBURST COURIERS reserve the right to deliver only one item to that address, OR pouch up the leaflets so they do not spread across the floor. Pouches are also used for delivering to premises without a letter box provided so they can be seen by the occupier(s).

Orders can be pre-paid or post-paid by cash, cheque or Bacs but cheques must be made payable to Paula Aiken. Payment terms: 10 days.

We are a small business started in 2003 and our Delivery Manager has 35 years experience with Royal Mail – 12 of those years as Delivery Manager in Diss. We are more than happy to discuss your requirements with you and supply you with a written quote.

Please contact:

Paula Aiken

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