



MENZIES DELIVERY

1. When paper arrives these must be checked your site quantities & placed on stand tidy.
2. Magazine boxes taken into store
3. Papers checked put delivery note on magazine boxes so they can be checked & returned
4. Put magazines out correctly checking they scan when placing on shelves. Remove the old copies of the same issue; follow the procedure with them all. We should not see old copies of the same magazine on the shelf.
5. Now return the magazine if you turn over delivery slip there is normally printed copies you should be returning just enter quantities if not there then write down the other copies. We do not require putting a copy of returns into the box just the barcode sheet you return papers with.
6. Make sure at night when papers return & magazine boxes go out at night or in the morning depending on the site.
7. Delivery slip must be put in folder when finished.

Returns

- take your time when doing returns
- back shift staff returning papers must ensure that all papers go back on time
- day shift staff must ensure that all relevant magazines go back on time
- the recall note has details of all magazines and papers which require to go back on that specific recall note
- please check this recall note carefully in order that nothing is missed
- Vouchers - managers will be checking weekly charges which need to be signed off