

CitySprint Courier Information Pack

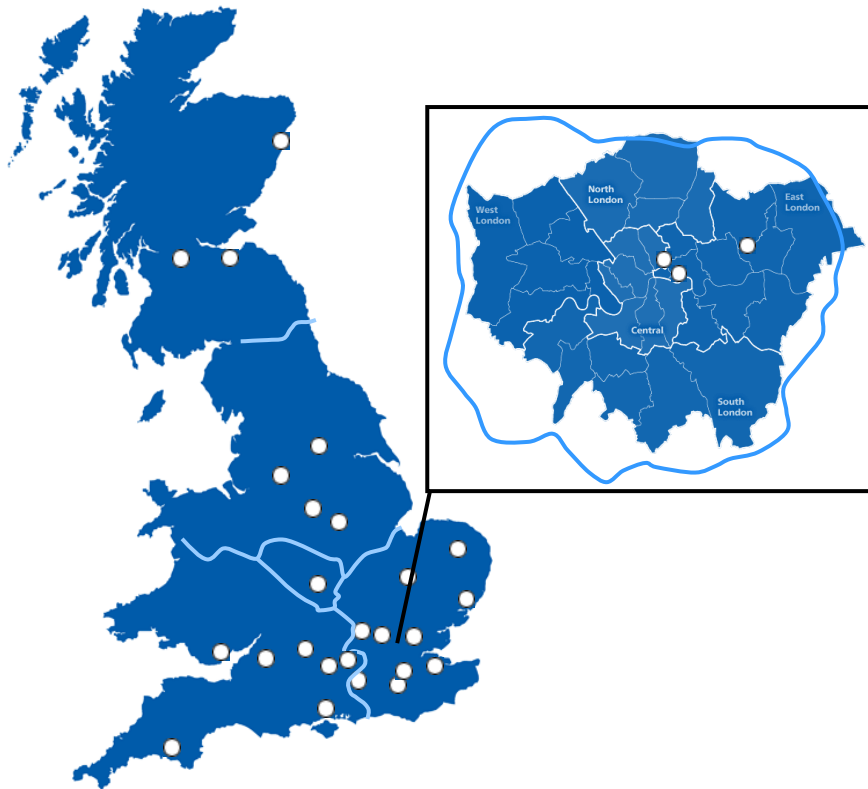
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ServiceCentre Network

Wholly owned network of 31 ServiceCentres across the UK
All linked by technology, with local customer support



- Aberdeen
- Basingstoke
- Birmingham
- Brentwood
- Bristol
- Cambridge
- Cardiff
- Croydon
- Edinburgh
- Gatwick
- Glasgow
- Guildford
- Heathrow
- Hemel Hempstead
- High Wycombe
- Leeds
- London International and UK Overnight
- London Dock Street
- London Scrutton Street
- Manchester
- Medway
- MidlandCentre
- Milton Keynes
- Norwich
- Nottingham
- Oxford
- Plymouth
- Southampton
- Swindon
- Thames Valley
- Telford

Our Vehicle Fleet



Push Bikes



Cargo Trike



Electric Bikes



Motor Bikes



Smart Cars



Small Vans



Transit Vans



LWB Vans



Luton Vans

Courier Services

SameDay Courier



- **OnDemand**
- **Scheduled**
- **SecureData**

- Ad hoc or pre-book
- OnLine booking
- Phone booking
- Secure delivery
- Real time tracking
- Electronic POD
- Range of vehicles
- 24 x 7 x 365

SameDay Logistics



- Outsourced Services
- Healthcare
- Retail
- Parts Logistics
- Samples
- Public Sector

- Fixed route cover
- Flexi route cover
- Holiday and sick cover
- Routed multi-drop work
- Scheduled routed work

International Courier



- Standard
- Timed deliveries
- Specials
- Freight Logistics

- OnLine booking
- OnLine tracking
- Auto email POD
- Door to door express
- Bespoke delivery
- On board couriers

UK Overnight



- **Mon to Fri**
- By 09:00
- By 10:00
- By 12:00
- By 17:00

Sat

- By 09:00
- By 10:30

- Managed Service
- Timed and Standard
- OnLine tracking
- Proactive Customer Service

Technology



- Advanced and networked IT systems across all ServiceCentres
- All Service Centre staff can see all couriers in the UK
- ServiceCentre can see all available jobs in the UK
- Real-time electronic despatch systems - Mobile data
- All job information is sent to courier via handheld device
- Electronic delivery signatures eliminate paperwork
- Easy to use online system enables couriers to manage their invoices, documents and guides via the internet
- Two way digital radios available for London couriers for instant contact with operations staff.



Self-Employed Couriers

Courier profile and your responsibilities:

- Self-Employed – you are your own BOSS!
- Responsible for your own National Insurance payments – you run your own small business
- Responsible for your own Taxation
- You offer your services to us on a freelance basis
- You choose when you wish to work
- Obviously the more you do, the more you can earn
- It's up to you how much you can achieve



What do we need from a Self-Employed Courier?

- A white van in good condition (preferably under 4 years old), Motorbike or pushbike
- Courier or business insurance for your motor vehicle
- 2 Proofs of address – Current utility bill/Bank Statement
- Valid driving Licence
- Proof of entitlement to work in this country – Passport/Birth Certificate
- Goods in Transit Insurance

Optional items that can make your business more profitable

- VAT registration (information available)
- Ltd Company structure (information available)

CitySprint Value Added Service to you

- 30 ServiceCentres with regular local, distance and return trips/backload opportunities
- Online Self-Billing invoicing and weekly BACS payments to your bank account
- Track & Trace technology via our CityTrakker units (hand held computers) provides you with all job details, shows us your live location for more work and immediate proof of delivery (no more clipboards and paperwork!). Plus Tom Tom sat nav.
- CitySprint uniform at competitive rates
- Opportunity to hire rented vehicles & Insurance from our approved agents

Courier Information

As a Self-Employed courier you are responsible for ensuring that you are fully aware of all regulations and legislation that affect you as a courier running your own small business

We have prepared a courier information booklet for information purposes only

You are strongly advised to familiarise yourself with the following in particular:

- Manual handling
- Highway code
- Tax & National Insurance contributions
- Mobile phone Act

Summary

- Offer your services to the largest SameDay Courier company in the UK
- Be the boss of your earning opportunities throughout our Network
- The more deliveries you do, the more you will invoice us!
- Vehicle Hire & Insurance available through our approved suppliers to support your business
- Dedicated Fleet Department to assist and keep your administration to a minimum.
- Weekly BACS payments into a Bank Account
- Let our businesses succeed together!