

Daily Newspaper Checklist

In the morning

Tick when complete

- 1 Check www.dashnewsdirect.co.uk for today's estimated arrival time or ring your supplying Dash Depot and press option 1 to listen to the status line.
- 2 When supplies arrive check quantities received against delivery note, remembering to check all bundles, recording any discrepancies
- 3 Unpack & display newspapers ensuring a prominent position to encourage sales
- 4 Report any newspaper shortages or over supply to Dash using your account on dashnewsdirect.co.uk or via telephone
- 5 Regularly check your newspaper display and ensure all copy is tidy, promoting extra sales

At the end of the day

- 6 Remove all daily titles and any weekly titles on that day's recall note from the news display
- 7 Carefully count and record the totals on both parts of the recall sheet
- 8 Separate the bottom section of the recall sheet and file for your records
- 9 Securely tie the unsold newspapers ensuring the recall note is attached and that all bundles are clearly labelled with your customer box number
- 10 Take all returns to your delivery point for collection by your Dash driver in the morning

