

1. INTRODUCTION

1.1 The below document contains the Requirements that must be adhered to by you, the commercial contract holder with The Delivery Group, and/or your customer/supplier when using the Magazine Subscription Service via The Delivery Group (hereafter the term 'you' or 'your' in this document refers to this section 1.1).

1.2 This service will be available for use from 2nd January 2019, The Delivery Group reserves the right to remove this service as an option at our discretion as per our usual T&C's

1.3 It is your responsibility to ensure that you alert the appropriate entity who will manage the below requirements if it is not you who holds this responsibility. The Delivery Group will not be held liable for any failure of compliance on the below requirements and this liability lies with you and/or your customer/supplier.

2. REGISTRATION

2.1 Before using the Magazine Subscription Service you must ensure the Title you intend to send has been registered as outlined in The Delivery Group 'Magazine Subscription Service (Mag Sub) Registration Guide' available at www.thedeliverygroup.co.uk/resources

3. REQUIREMENTS FOR MAGAZINE SUBSCRIPTION SERVICE

3.1 In addition to the other specifications and requirements for the Magazine Subscription Service set out in this document you must also ensure that mailing items:

- (a) Comprise at least thirty per cent of editorial content. Editorial content does not include advertising material or data; or any information relating to a product or service, such as pricing information or product descriptions, which relate to either the publisher of the Title, the owner of the Title or a third party;
- (b) show the Title, the date of issue, and issue number on the front cover;
- (c) and have dimensions that qualify for a Mailmark Large Letter Service;

3.2 You meet the specifications and requirements of the Mailmark Service and also in addition the following specifications are adhered to;

- (a) you reference the Title name in the "Campaign Name" field of the Mailmark eManifest each time you submit a Magazine Subscription item Posting to us
- (b) each Container you use to hand over Magazine Subscription items to us must contain only Magazine Subscription items of the same Title;
- (c) each Container you use to hand over Magazine Subscription items must be labelled as Magazine Subscription items
- (d) and each container should include at least 10 items or the usual UVB /UVC (Under Volume Bag/Container) charge process will be applied as outlined in the section 4 of this document.

3.3 each Title is posted at least two times per year; and

3.4 Each Magazine Subscription Posting contains a minimum of 2000 Mailing Items, unless it is a New Title, in which case section 3.5 applies instead.

3.5 For any New Title that you post, you must ensure that each Magazine Subscription Posting of that New Title contains a minimum of 1000 Mailing Items for the first 12 months after the date you first post that New Title (First Posting Year). At the end of the First Posting Year, section 3.4 shall apply

4. FAILURE TO MEET THE SPECIFICATIONS

4.1 If you hand over Mailing Items as Magazine Subscription items and we establish to our reasonable satisfaction that

the Mailing Items do not comply with any of the specifications in this document and/or The Delivery Group requirements we may either:

- (a) return the Mailing Items at our discretion; or
- (b) accept the Mailing Items but charge you the applicable charges for the Service specification that those Mailing items meet as outlined on The Delivery Group Rate Card; or
- (c) Rework the mailing at a cost as determined by The Delivery Group

4.2 Any costs incurred as a result of UVB/UVC (Under Volume Bag/Container) items at this limit for this Service will be applied as per The Delivery Group rate card.

4.3 The Delivery Group reserve the right to remove the Magazine Subscription discount at any time before or after the mailing has been sent if it is found to be non-compliant or any of the above procedures have not been adhered to.

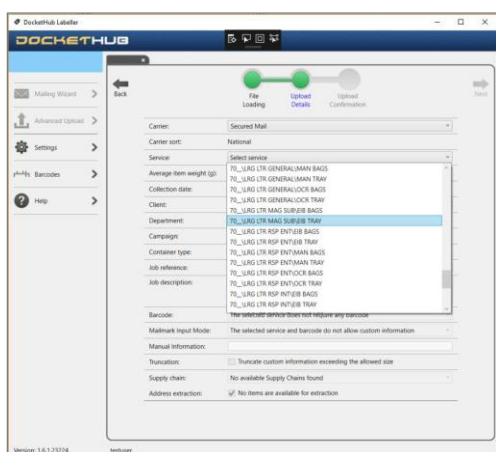
5. The Delivery Group DOCKET HUB (SMDH) UPLOAD

5.1 You must ensure you follow the below requirements for your appropriate upload method from either a), b), c) or d)

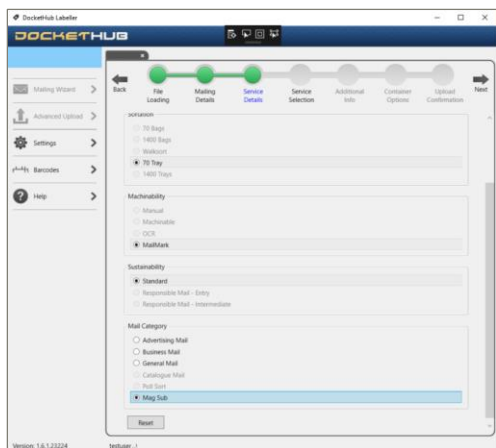
applicable when uploading your data to SMDH;

(a) If you are using Labeller to mail sort your data you must ensure you select;

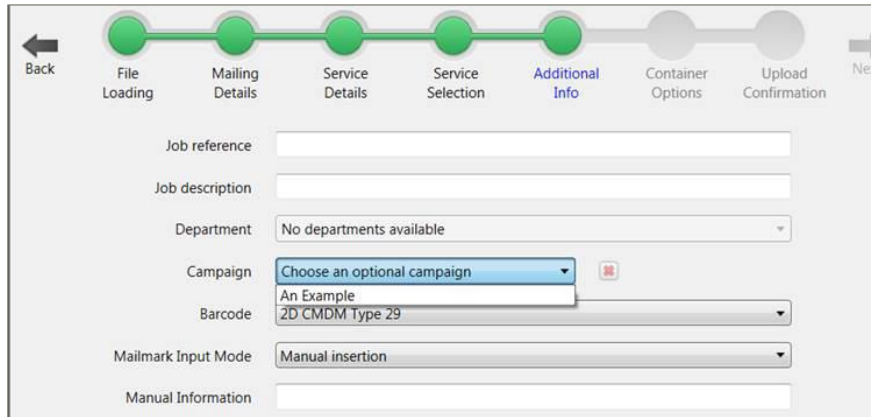
- (i) The applicable Magazine Subscription (Mag Sub) description in the upload details screen if using the Advanced Upload



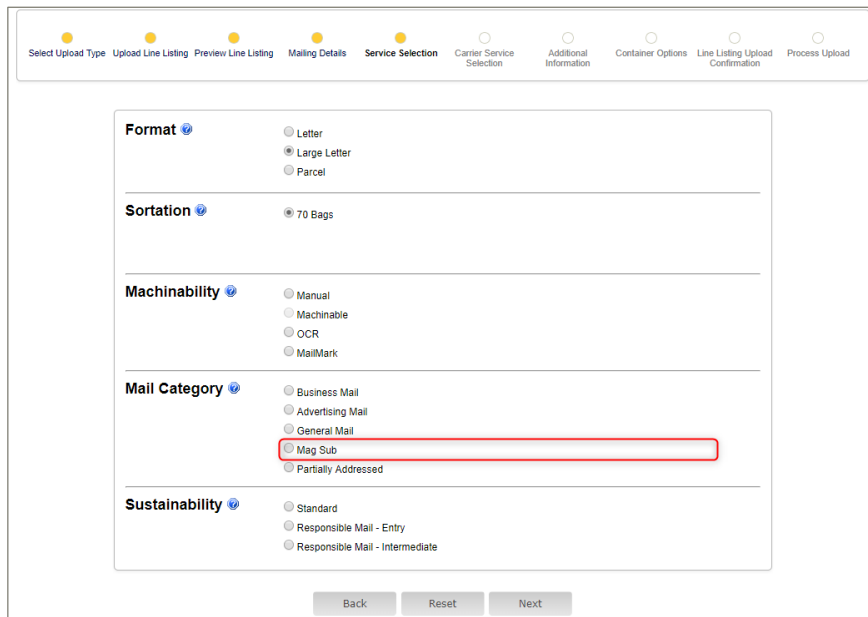
- (ii) The 'Mag Sub' mail category in the 'Service Details' screen if using the Mailing Wizard, example below;



iii) You need ensure that you select the campaign name in the drop down menu as per the below. If you cannot select a campaign name please refer our Campaign Management document found on our resources page; www.thedeliverygroup.co.uk



(b) If you are using the Upload Wizard on the website you must ensure that you select the 'Partially Addressed' mail category in the Service Selection as illustrated below;



(c) If you are using the Web Service or FTP file transfer you must ensure that you use the applicable flags outlined below in your upload file;

Sortation	Format	Machinability	Service Name	Container Type	RMNA Product code - National	RMNA Product code - Zonal
D	1	E	70__ LRG LTR MAG SUB EIB TRAY	Tray	DJB	ZSA
F	1	E	70__ LRG LTR MAG SUB EIB BAG	Bag	DJA	ZSB

(d) If you are using The Delivery Group Data Services you must ensure that you provide the Magazine Title in the additional details and also declare the Mag Sub option in the 'Additional Service' column of the Data Requirements Sheet by either inserting 'Magazine Subscription' or 'Mag Sub' as per below;

The Delivery Group Data Requirements for Sorted Mail												
Contact Name												
Company Name												
Contact Email Address												
Contact Telephone Number												
Date of Request												
Data Required By												
Labels Required By (If Applicable)												
Email to: data@securedmail.co.uk (Please Note: We require 2 working days notice for data turn around and 3 working days notice for label delivery)												
Please Note: If your collection date moves, you must inform Secured Mail data team of the change of date. If the mailing is being part released you must inform Secured Mail data team using the 'split release' column below stating the quantities and collection. Please state any additional information below where appropriate. Failure to comply with this process may result in a surcharge or delay to mail processing.												
Client/Sub-Client Name	Job Reference	Sortation (Poll Sort/1400/70)	Service (Man/Mech/O CR/Mailmark)	Format (Letter/ Large Letter/ Packet)	Additional Service (General/Business/MagSub/Adv/Cat/RespEnt/RespInt/Partial/Mag Sub)	Container (Trays/ Bags/ Bundles)	Maximum Container Fill (If Applicable)	Item Weight (Grams Per Item)	Split Release (Yes/No)	Number of Items	Collection Date	JIC Opt-In (No/Yes)
		70										

5.2 For users of Third Party software, you must ensure that an appropriate eManifest is uploaded, the campaign field is populated with the Magazine Title and also that the usual The Delivery Group Mailmark requirements are met when sending mailings on a Mailmark Service.

5.3 Label downloading and printing should be carried out via your usual method, ensuring you use the abbreviation 'MAG SUB' and place it above the Customer Type in the Customer Indicator Box of the bag label or tray label.

6. PRICING

6.1 Mailings that are sent as Magazine Subscription will be billed at the Magazine Subscription Service outlined on The Delivery Group rate card and any updates thereafter as advised by us, as per the usual billing process and T&C's.