

We can now confirm Bauer Media's decision to move all retail magazine distribution activities provided by Network Services to Gordon and Gotch Australia. This decision encompasses all Bauer and third party publisher titles currently distributed by Network Services. As we move into this implementation phase, you will receive specific communications on what you need to do so that you are ready for the changeover to Gordon and Gotch from the first delivery date on 3 March 2016.

What will happen?

Every Wednesday for the next 5 weeks (10 February to 9 March) you will receive an email advising you of actions that need to be completed to ensure your business is ready for the changeover to Gordon and Gotch. The timetable is outlined below. Updated FAQ's will also be included with these updates. It is important that you read and action these emails.

This information will also be available at www.netonline.com.au and www.gordongotch.com.au as well as through industry bodies, such as the Australian Newsagent Federation and the Head Office of your newsagent franchisee group, should you be a member.

Bank Account details

To return any monies owed we will require your bank account details. Next week there will be a simple form for you to complete hosted on www.netonline.com.au. **It is vital that you provide us with your bank account details from next week to allow us to refund you any outstanding amounts.**

Refunds

The process for refunding any outstanding credit balances on your statements is as follows:

- Your February Network Services statement will need to be paid as per normal in March.
- For those with security cash deposits, these plus any applicable interest, will be processed onto your March Network Services statement.
- If your account is in credit at the end of March, and providing we have your bank account details, we will return the balance in full to you mid-April 2016.
- Returns processed in subsequent months resulting in a credit balance on your monthly statements will also be returned to you in the following month.
- **It is vital that you provide us with your bank account details from next week to allow us to refund you any outstanding amounts.**

Date	What you will be told	Channels of Communication
Wednesday 10 February 2016	REFUNDS <ul style="list-style-type: none"> • The Security Deposit refund process • Reminder to send us your bank account details for refunds • Bank guarantee return process 	Email and www.netonline.com.au and www.gordongotch.com.au
Wednesday 17 February 2016	REFUNDS <ul style="list-style-type: none"> • Reminder to send us your bank account details RETURNS <ul style="list-style-type: none"> • Which issues to return to Network Services or GGA • Specific dates and information for returns 	
Wednesday 24 February 2016	RETURNS <ul style="list-style-type: none"> • Which issues to return to Network Services or GGA • Specific dates and information for returns 	
Wednesday 2 March 2016	<ul style="list-style-type: none"> • Actions to get ready for GGA's 3 March 2016 first delivery date • Channels of communication 	
Wednesday 9 March 2016	<ul style="list-style-type: none"> • You are now up and running with your Gotch account • Key information regarding your account 	

Remember some key facts about this new arrangement:

- Network Services will continue to trade for several months to finalise retailer returns, publisher payments and transitional activities, so please, continue business as usual;
- We don't expect Network Services to cease operations before June 2016; and
- As this is simply a change of distribution service provider, your contract with Bauer Media will remain in place.

Should you have any queries please do not hesitate to contact me at newsagentenquiries@bauer-media.com.au and either myself or one of my team will respond as quickly as possible.



Kind regards
Julie E. Green
National Channel Manager - Newsagents