

# ***Think fast Think Pace***



## ***Interested in joining Pace as a contractor?***

Thank you for your interest in joining New Zealand's largest and most successful urgent courier company. Pace has a proud reputation of providing fast, time critical deliveries. We are continually striving to out-perform our competitors and reach new heights of excellence in the industry. Our commitment to customer satisfaction is paramount and we expect the best from all contractors.

**The life as a Pace contractor is quick tempo, customer focused, stimulating, and rewarding.**

In this pack you will find information that we think is important for anyone considering becoming a self employed contractor. Have a read through, and if you are keen to go to the next step, complete the Application Form and send it to us... it couldn't be easier!



**Who is Pace?**

Pace is part of Express Couriers Ltd (ECL), which also includes the brands of CourierPost and Contract Logistics.

While we primarily operate in Auckland, Hamilton, Wellington and Christchurch, we do offer 'same day' services throughout New Zealand. We can deliver items anywhere in the country using Air NZ, our couriers, and our sister company CourierPost.

**Being a Contractor**

Although you work for Pace, you are not an employee. As a contractor, you operate as a separate small business, whom we have engaged to work for us under our strict guidelines. This means you are self-employed and have some legal obligations which you need to comply with. We suggest you seek the professional advice of an accountant and a lawyer to ensure you fully understand these obligations.

We also have some regulations for all our contractors. This is because as a contractor, you are representing our business and we need to be confident that we have the right people, with the right equipment looking after our clients.

**Here are some of the prerequisites:**

- A modern vehicle, no more than 5 years old. We set this policy to ensure a professional and modern image. We also know that newer vehicles have lower emissions and operate more efficiently, and because fuel is your biggest running expense it makes sense.
- Full Drivers License.
- Dangerous Goods License (compulsory for 'After Hours' couriers).
- All Contractors must be GST Registered.
- Full comprehensive Commercial Motor Vehicle Insurance.
- Public Liability Insurance cover of no less than \$500,000.
- Carrier Liability Insurance cover of no less than \$100,000.
- Material Damage and Loss Insurance for the Equipment.
- We recommend that contractors consider purchasing Income Protection Insurance.

Express Couriers have a comprehensive insurance scheme available for our contractors.

**What are some of the skills a Pace Contractor should have?**

Being part of the Pace team means having the ability to be customer focused, think on your feet and be willing to work hard to earn the rewards. We have a reputation to be proud of at all levels of the company and we expect contractors to represent the brand at all times in a professional manner.

Our contractors need to have an awareness that they are the face of the company. Courtesy and respect in the public domain is demanded, whether that be on the roads or in our customer's

offices. Our company will be judged by your personal presentation, your attitude, your driving ability, and the cleanliness of your vehicle. Our standards are high, so must yours be.

Pace contractors need to be well organised. As with any business, the more you put into it, the better you will do. A good sense of business and an ability to prioritise will hold you in good stead. Training and development support is available for successful applicants.

**How will I be paid?**

Our contractors are paid on the 20th of each month, direct credited into your nominated bank account. You are paid for the previous month's jobs. For example, the work you do in April, will be paid to you on the 20th of May. Each job will vary according to the type of service.

**Guaranteed minimum income**

Pace offers an incentive based minimum income, as contractors are independent, these guarantees are specific to the individual and calculated on a daily basis.

We know it can be tough at the start. You have all your start-up costs, and until you have a bit of experience behind you, income can be a little slow. We want you to do well, and with this in mind we are happy to assist in the early stages of your contract, and this incentive supports our ability to provide all contractors with a good return for their effort.

Within our market couriers are generally paid a percentage of the amount charged to clients. Pace currently pay their couriers a minimum 63% of the amount charged to our client.

**EXAMPLES**

- A minimum daily income of \$170 is guaranteed for motor vehicles reaching an incentive target of \$140 per day.
- A minimum daily income of \$170 is guaranteed for motorcycles reaching an incentive target of \$150 per day. (Auckland only)
- A minimum daily income of \$130 is guaranteed for Push-bike Contractors reaching an incentive target of \$100 per day.

No "top-up" is paid if daily target is not reached.

Obviously these minimums are exactly that. Our expectations are that you should earn in excess of these figures.



### What are the hours I will be expected to work?

Pace operates 24 hours a day, 365 days per year.

Contractors are required to be available between the hours of 7.00am and 6:30pm Monday to Friday. You will also be available on Saturdays 7.30am to 1:00pm if required.

Because Pace operates a 24 hour operation, a callout fee on top of the normal rates for work outside the times stipulated above will be paid in most instances.

### How much travelling will I do?

Contractors distances are highly varied due to the ad hoc nature of the business, and can be anywhere from 150 kilometres to 300 kilometres a day. There are also other types of courier runs available from time to time such as our dedicated services, which will give a more consistent mileage and are available upon application from current Pace Contractors in the first instance.

### What will it cost?

There is a range of initial start up costs which must be considered.

#### Initial costs (excl. GST)

Living expenses	4-6 weeks depending on recruitment date – you will not be paid until the 20th of the month following, so remember to have some funds put away to cover you through that period.
Vehicle	Varies
Two-way data communications device	\$1,600 +GST
GPS/RT unit	\$378.30 for installation
Vehicle painting or wrapping	\$2,958 or \$2550 with wrap
Pace decals	\$408 car, \$400 van
Pace uniform	\$300 - \$400
Insurance (vehicle, carriers and public liability)	\$1,500 - \$2,500 pa
Licences (Dangerous Goods)	\$150 (approx.)

#### On Going Monthly costs

Communications fee	\$117.44 excluding GST
Fuel costs	\$1200+
Cell phone provision	\$50 - \$250
Vehicle maintenance	Varies

#### Other costs

Authorised relief drivers (to cover sick/holidays)	Varies
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### How do I become a Pace contractor?

We hand pick only the best to become Pace contractors, our recruitment, training, and review programmes ensure only the best get through.

To apply to be a Pace contractor, simply fill in the following application and email or deliver to us.

- Application form includes security check and medical screening
- Two passport sized photos
- A copy of your Dangerous Goods licence
- A recent medical certificate

Once we have received your application, it will go through a screening process. The applications that meet our strict criteria will be invited to attend an interview session.

### Additional Benefits

#### Fuel Cards

On the back of NZ Post's preferred supplier agreements, Z Fuel cards at discounted rates are available to all contractors. Purchases are invoiced monthly and deducted from your pay automatically.

#### Tyres

Once again NZ Post has negotiated competitive VIP rates with Bridgestone Tyre retailers for all your needs.

#### 7Away Holiday Homes

A unique opportunity for contractors to belong to the NZ Post welfare scheme, this includes holiday homes available at heavily discounted rates for those breaks away from work with a medical plan for you and your family.

#### Courier Insurance scheme

CourierCover has been specifically developed for Pace contractors by Aon (world leaders in risk and insurance services), in association with Express Couriers Limited. As such, it meets all the insurance requirements of our Owner Driver agreement and at a very competitive rate.