

## Instructions to Map Sales Volunteers ('Hustlers')

As a routine, please aim to visit 'your' shops at least every 4 months or so. When map sales may be higher, such as in the summer, or during the current pandemic, an extra visit may prove worthwhile. In each shop you should find out who is responsible for map stocks (usually the owner of smaller businesses). Report your visit and any outcome to me by emailing [mapsco-ord@spokes.org.uk](mailto:mapsco-ord@spokes.org.uk) . I will record the the visit in our database. Should anything about the shop change, please let me know. Orders may be made in the same e-mail.

If the person responsible for ordering is not in the shop at the time of the visit, take their contact details, ask when they might be available, and phone them later to discuss requirements. If a shop is unable or unwilling to order maps at the time of your visit, they can order later or at any time by sending an email to Peter Hawkins at [maps@spokes.org.uk](mailto:maps@spokes.org.uk).

When maps are required, note the shop name, the number of each map required, the name and contact details of the person placing the order, the delivery address and the email address to send the invoice to. (At present, we do not have an order form, although we may develop one if it would help the process.) If the shop is uncertain what to order, you might make a suggestion; for example for a shop in Edinburgh, 12 Edinburgh maps and 6 of each of the rest. Forward the order promptly to me and I will forward it to the map delivery volunteer, Peter Hawkins, who will handle delivery and invoicing.

Sales terms: If six or more maps are purchased, they are sold to shops at 33% discount (approx). They will be invoiced by Peter after delivery, and are not given on a sale or return basis. All maps retail at £6.95 and are sold to shops at £4.60. The new Midlothian map is now issued and any existing stock will be replaced free of charge with new stock. There is a larger discount for bulk orders (£4.30 for over 50 copies of any single map or over 100 maps in total).

While the primary purpose of the visit is to ask whether they need their map stock topped up, a visit from Spokes might be seen as friendly interest in their business and a channel for any concerns or suggestions the shop owners might want to express to Spokes.

Thanks, again, for your help

*Robert Simpson*

Maps Link Co-ordinator (Hustler Hustler?)