

# High Speed Bagging Company Ltd.

## ONSERT PRESENTATION AND DELIVERY

### PRESENTATION:

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- Onserts must be presented in a uniform direction wherever possible or in turns no smaller than 60mm in size. Onserts presented in turns of less than 60mm will be subject to a handling fee.
- All onsert supplies delivered to High Speed Bagging Company must include a 3% overstock supply on top of the booked quantity. **This is very important due to waste experienced during a production run which can affect a quantity if an overstock supply hasn't been received.**
- Onserts presented in turns of less than specified above may be rejected.
- Onserts that vary in size or codes which require separating should not be presented on the same pallet and must conform to the onsert specification.
- Onserts should be bundled and stacked in a manner that enables the operators to take them from the pallets without having to unwrap each bundle or redress small turns.
- **Bundles must have no film or shrink-wrap.**
- If onserts are unable to be bulk stacked due to shape or size, then they should be suitably packed in easy to open cartons before palletising.
- Delivery note and pallets (on two separate sides) must contain the following information:
  - Name of onsert
  - Publication for Insertion
  - Issue Date
  - Distribution Area
  - Description of Onsert (e.g. 2pp leaflet, 16pp Catalogue)
  - Total Quantity
  - Number of onserts on each pallet
  - Pallet Number
- We are unable to handle onserts that are stuck together due to the effects of ink, electrostatic charge, damp or have damaged corners or edges.
- Onserts or pallets arriving on site that are damaged or in a state that will need extra handling will be rejected.
- Onserts should be delivered on solid open-ended non-returnable pallets 1200mm x 1000mm in size for handling by a fork lift truck.
- All pallets should have wooden top boards the same sizes as the base and measure no more than 1050mm in height.
- Decks must be covered with a solid base before loading to prevent damage to the bottom layer of onserts.
- Interleaves should be placed between each layer to aid stability and to prevent damage to the bottom layer of onserts.
- Pallets should have full-length corner protectors to prevent damage to products when pallets are shrink-wrapped.
- Pallets should be wrapped with film to prevent penetration of moisture.
- Onserts should be stacked flush to the pallet's edges. Onserts protruding from the sides will be creased or curled by the shrink-wrap. Similarly onserts not stacked to the pallet edge will cause pallets to be unstable and loads to become distorted during transportation.
- Pallets should be banded both ways with plastic straps to secure the whole load, protect against movement during transit and facilitate too high stacking.

## **DELIVERY:**

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- Onserts must be delivered 9 days prior to the Issue Date. In all cases the suppliers of all onsert material are required to book deliveries one day prior to arrival of goods with the following information:
  - Name of onsert
  - Publication for insertion
  - Issue Date
  - Quantity to be delivered
  - Number of pallets
  - Haulier Name
  - Haulier Contact Number
- **We cannot accept deliveries that are supplied on containers.**
- Onserts must be supplied on curtain sided vehicles so that forklift trucks can access these pallets.
- For security purposes we will also need the following information:
  - Registration of Vehicle
  - Driver's name
- The Despatch Administrator on receiving this information will issue a delivery reference.
- Any vehicle that arrives without a reference number will be turned away.
- Delivery advice notes must accompany all deliveries and include the same information given to the Despatch Administrator for booking in.
- To arrange delivery contact High Speed Bagging Company (Dawn Baxter or Steve Winder) on 020-7651 5386 or 020 7651 5391 between the hours of 9am-5pm (Mon-Fri).
- Delivery times and addresses vary depending on the working week.