

# INSERT 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 may be subject to a handling fee or rejected.
- All onsert supplies delivered to the Printer must include a 3% overstock supply surplus to the booked quantity. **This is very important due to wastage experienced during a production run that can affect the hit rate if surplus over supply is not received.**
- Onserts that vary in size or codes that require separating or zoning should not be presented on the same pallet.
- 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.
- Individual bundles must not be film or shrink-wrapped.
- 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
- The Printer may be unable to handle onserts that are adhered due to the effects of ink, electrostatic charge, dampness or damaged corners or edges.
- Onserts or pallets arriving on site that are damaged or in poor condition that require 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 could 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 two high stacking. No metal strapping permitted.

## DELIVERY

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- Onserts must be delivered 3 days prior to commencement of production. 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
- The Printer 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 the Printer will also need the following information. The Despatch Administrator on receiving this information will issue a delivery reference:
  - Registration of Vehicle
  - Driver's name
- Any vehicle that arrives at the Printers without a reference number may be turned away.
- Delivery advice notes must accompany all deliveries and include the same information given to the Despatch Administrator for booking in.
- To book in delivery of the onserts please contact Ruth Hare at Polestar on 0114 284 1705 (Direct) or 07740 067467 (Mobile)
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## OVERS

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Onsert overs will be held until commencement of polywrapping of the next issue of the Publication when, at the option of the Publisher, they will be stored by the Printer at the Publisher's cost or destroyed by the Printer.