

## INSERT DELIVERY AND PRESENTATION

### PRESENTATION:

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- ✿ **Inserts must be presented in a uniform direction wherever possible or in turns no smaller than 100 copies or 125mm in size. Inserts presented in turns of less than 100 or less than 125mm will be subject to a handling fee.**
- ✿ **Inserts presented in turns of less than 50 copies will be rejected.**
- ✿ Inserts should be delivered on solid open ended non returnable pallets 1200mm x 1000mm in size for handling by fork lift truck.
- ✿ All pallets should have wooden top boards the same size 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 inserts.
- ✿ Interleaves should be placed between each layer to aid stability and to prevent damage to the bottom layer of inserts.
- ✿ 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.
- ✿ Inserts should be stacked flush to the pallets edges. Inserts protruding from the sides will be creased or curled by the shrink wrap. Similarly inserts 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 four plastic straps to secure the whole load, protect against movement during transit and facilitate two high stacking.
- ✿ Inserts which vary in size or codes which require separating should not be presented on the same pallet and must conform to the insert specification.
- ✿ Inserts should be bundled and stacked in a manner which 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 inserts 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 insert
  - Code name or number
  - Publication for insertion
  - Issue date
  - Distribution area
  - Description of insert (eg 2pp leaflet, 16pp catalogue)
  - Total Quantity
  - Number of inserts on each pallet
  - Pallet number

We are unable to handle inserts which are stuck together due to the effects of ink, electrostatic charge, damp or have damaged corners or edges.

Inserts or pallets arriving on site which are damaged or in a state which will need extra handling will be rejected.

### GLUED-IN INSERTS

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In conjunction with the specification above, glued-in inserts must be presented packed in cartons, all copies facing in the same direction and preferably without turns (where turns are unavoidable they must be no less than 125mm in size). Dividing boards to be inserted inside the carton between rows and layers to prevent movement of copies.

### DELIVERY

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Inserts must be delivered not more than 6 days but not less than 1 day, before the binding commence date of the supplements. In all cases the suppliers of all insert material are required to book deliveries at least 24 hrs prior to arrival of goods with the following information:

- Name of insert
- Code name or number
- Publication for insertion
- Issue date
- Quantity to be delivered
- Number of pallets

The insert manager, on receiving this information will issue a bindery goods delivery number. Quoting this number to the security office at the gatehouse will give the transporter access to the bindery warehouse. the security officer will not allow access without this number.

Delivery advice notes must accompany all deliveries and include the same information given to the insert manager for booking in.

To arrange delivery contact the relevant bindery to arrange a delivery time.

Delivery times are Monday - Friday 09.00 – 16.00 hours.

**SAMPLES OF ALL MATERIAL MUST BE SUBMITTED FOR APPROVAL PRIOR TO BOOKING**