

Loose Insert Spec for Boylan Print Group

IMPORTANT:

- ALL INSERTS ARE SUBJECT TO APPROVAL PRIOR TO BOOKING, MINIMUM OF THREE SAMPLES REQUIRED.
- ALL DELIVERIES MUST BE AS PER OUR DELIVERY AND PRESENTATION SPECIFICATION.
- CODED REGIONALISED AND ZONED INSERTS MUST BE NOTIFIED AT THE TIME OF BOOKING.
- **FAILURE TO PRESENT CORRECTLY COULD CAUSE REJECTION OR ATTRACT ADDITIONAL COST FOR RE-TURNENG/PACKING.**

Loose Inserts

SPECIFICATION (STITCHED):	MINIMUM	MAXIMUM
NUMBER OF LOOSE INSERTS	1 X 50,000	4X FULL RUN
PAGINATION	8pp	Dependent on combination
SIZE	210MM DEEP X 148MM WIDE	280MM DEEP X 200MM WIDE
SPECIFICATION (UNSTITCHED):	MINIMUM	MAXIMUM
NUMBER OF LOOSE INSERTS	1 X 50,000	4 FULL RUN
PAGINATION	2pp	Dependent on combination
SIZE	148 DEEP X 105MM WIDE	280MM DEEP X 190 WIDE

Note: INSERTS BELOW 190MM DEEP X 120MM WIDE LIMITED TO A COMBINED TOTAL OF TWELVE PAGES.

PAPER WEIGHT	MINIMUM	MAXIMUM
2PP	120GSM	240GSM
4PP	80GSM	240GSM
6PP	60GSM	240GSM
8PP	48.8GSM	240GSM
10pp	48.8GSM	220GSM
12pp	48.8GSM	180GSM
14PP	48.8GSM	120GSM
16pp	48.8GSM	100GSM
18pp	48.8GSM	80GSM
20PP	48.8GSM	60GSM
24PP	48.8GSM	60GSM
28PP	48.8GSM	60GSM
32PP	48.8GSM	60GSM

Gummed Inserts

SIZE	MINIMUM	MAXIMUM
Weight of paper	55 x 75 (Landscape) 135gsm	210 x 200mm 250gsm

Note: We can take gummed inserts over two pages subject to prior approval only

Bound-In INSERTS

Please contact site

PRESENTATION:

- INSERTS MUST BE PRESENTED IN A UNIFORM DIRECTION WITH NO TURNS.
- 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.

DELIVERY

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

DELIVERY ADVICE NOTES MUST ACCOMPANY ALL DELIVERIES AND INCLUDE THE SAME INFORMATION GIVEN TO THE INSERT MANAGER FOR BOOKING IN.

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