



TO:

FROM: Laura McClennon, Group Production Manager, *PrintWeek*

T: 020 8267 4215 F: 020 8267 4514

DELIVERY AND PRESENTATION OF INSERTS

Please ensure that the following guidelines are followed for us to achieve your order, produce acceptable results and avoid slow running which could result in extra charges:

1. Each carton/parcel/pallet is to be clearly marked with the following:
***PrintWeek*, ISSUE DATE, CLIENT/ADVERTISER NAME, QTY PER BOX, NO. OF BOXES & TOTAL QUANTITY SUPPLIED.**
2. **Delivery address for Inserts:**
FAO: Steve Meredith
Wyndeham Heron Ltd
The Bentall Complex
Colchester Road
Heybridge
Maldon, Essex CM9 4NW
Contact Tel no.: 01621 877777
3. All deliveries should be accompanied by a delivery note in **DUPLICATE** which clearly states:
magazine, total quantity, number of boxes/parcels (if applicable), advertiser, issue date.
4. Where the same insert is to be used for several issues, each issue quantity should be on a separate pallet(s) and each clearly marked (as point 1, above).
5. Please ensure that inserts are 'turned' in reasonable quantities. This depends upon the nature of the insert, but in general should be no less than in 25's. If inserts require turning in smaller quantities, they should be boxed without turning.
6. Deliveries to be made Monday to Friday between the hours of 06.00 and 17.00 hrs, unless by prior arrangement. Latest inserts can be delivered for insertion into *PrintWeek* is **Wednesday 5pm** (week prior to publication).
7. It is not our policy to store overs of inserts and consequently, all overs are disposed of immediately, unless written instructions are given to your Sales contact or the Group Production Manager. Delivery instructions should be given at least one week prior to insertion.

PLEASE NOTE: Should we receive a consignment of inserts that are considered to be in an unacceptable condition or without sufficient information as required above, the printer reserves the right not to accept delivery or charge for re-stacking.

NB: QUANTITY FOR A FULL-RUN INSERT = 22,000 COPIES

Should you have any queries or need further information, please contact:

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T: 020 8267 4215 F: 020 8267 4514

Chris Stevens, Senior Production Controller, *PrintWeek*

T: 020 8267 4143 F: 020 8267 4514



SPECIFICATIONS FOR LOOSE INSERTS

PrintWeek Size

PrintWeek is American A4 (280 x 210mm). A4-sized inserts (297 x 210mm) are too large to be inserted into *PrintWeek* and are therefore classed as 'outserts'. Outserts will be fed loose between the magazine and polywrap and are likely to bend/curl in the plastic. We therefore recommend booklets at less than 8pp to be supplied at *PrintWeek* size rather than A4 for best results.

Minimum Size/Weight

The minimum size for a loose insert in *PrintWeek* is 148mm x 105mm (A6).

The minimum thickness for a single sheet is 100gsm.

The minimum weight is 4 pages of 115gsm material.

Maximum Size/Weight

The maximum size for a loose insert in *PrintWeek* is 270mm x 200mm (10mm short of trim size all round). Maximum thickness of sheet/maximum weight is subject to sight of samples prior to printing/insertion.

NB: If any inserts do not conform to the maximum size allowed for an insert, or are too bulky to run as an insert, or if it cannot be mechanically-fed as an 'Outsert', then these could potentially be rejected. If an insert is over-sized, but OK to run, this will be fed between the magazine and the polywrap.

Pagination

Inserts can range from a single sheet to a 32pp booklet (depending on the paper weight & thickness). This must be confirmed prior to printing with samples for checking.

Cutting or Folding

Inserts should be sent trimmed, folded and ready for insertion. Any inserts received that need trimming or folding by hand prior to insertion will either be rejected or any extra work will be charged to the client.

Exceptions

Inserts that are deemed over-sized, too bulky or of irregular shape, not conforming to guidelines or will possibly cause slow-running on the binder will be rejected.

Samples

Any inserts not conforming to the specifications on this sheet should be confirmed in writing with the Production Department prior to printing. We require all inserts to be checked with the printers who may request a trial run of 200 copies on the binder prior to inserting into magazine.

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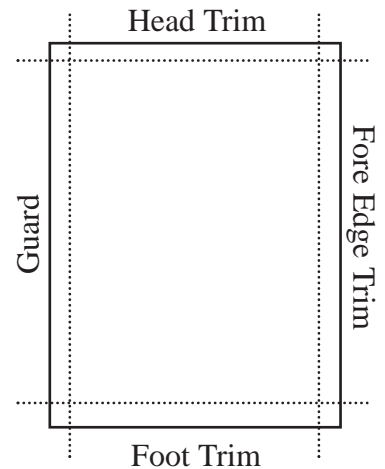
SPECIFICATIONS FOR BOUND-IN INSERTS

For 2pp bound-in insert, the specifications are as follows:

Guard:	minimum 100mm
Head Trim:	5mm
Foot Trim:	3-5mm
Fore Edge Trim:	3-5mm

Minimum/Maximum Sizes

The minimum depth (head to foot) is 120mm.
 The minimum width (spine/guard to fore edge) is 120mm.
 The maximum depth is 280mm plus head and foot trims.
 The maximum width is 210mm plus spine/guard & fore edge trims.
 When supplying inserts at the maximum size, please supply as individual untrimmed folded sections. **All inserts must be folded or this will be charged as extra.**

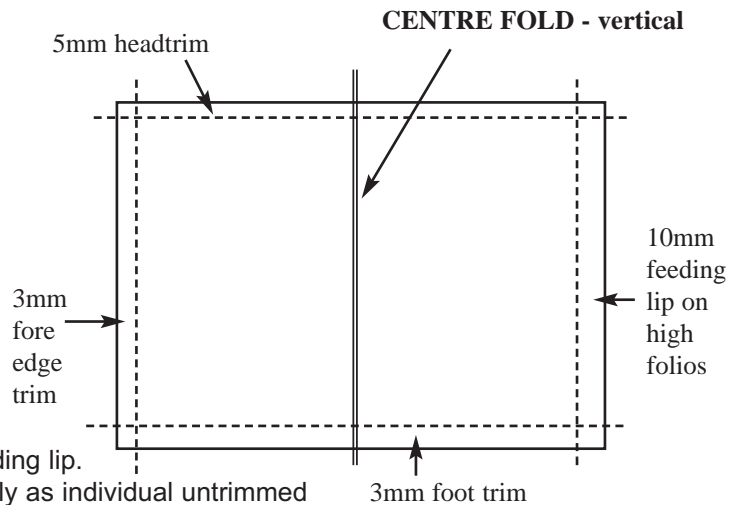


For 4pp bound-in insert, the specifications are as follows:

Pages 1 & 2 need 3mm fore edge trim
Pages 3 & 4 need a binding lip of 10mm
Head Trim: 5mm
Foot Trim: 3-5mm

Minimum/Maximum Sizes

The minimum depth (head to foot) is 120mm.
 The minimum width (spine to fore edge) is 120mm.
 The maximum depth is 280mm plus head and foot trims.
 The maximum width is 210mm plus foreedge trim and binding lip.
 When supplying inserts to the maximum size, please supply as individual untrimmed folded sections. **All inserts must be folded or this will be charged as extra.**



Pagination

Bound-in inserts can range from from a single sheet to a 32pp booklet (depending on the paper weight & thickness). This must be confirmed prior to printing with samples for checking.

Cutting or Folding

Bound-in inserts should be sent untrimmed and folded, ready for binding. Any inserts received that need cutting to size or folding by hand prior to binding will either be rejected or extra work will be charged to the client.

Exceptions

Bound-in inserts that are deemed over-sized, too bulky or of irregular shape, not conforming to guidelines or will possibly cause slow-running on the binder will be rejected.

Samples

Any inserts not conforming to the specifications on this sheet should be confirmed in writing with the Production Manager prior to printing. We require all inserts to be checked with the printers who may request a trial run of 200 copies on the binder prior to inserting into magazine.

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