

Delivery requirements for inserts, supplements, glues, samples and labels

The following points must be observed to ensure smooth and high-quality processing of special inserts:

Accompanying documents

Each shipment must be accompanied by a delivery note with the following information:

1. Sender with telephone number
2. Title and issue of the journal/book
3. Surface area occupied
4. Type: insert, supplement, glue, sample or label
5. Name of special insert
6. ID markers, e.g. code numbers
7. Total quantity or quantity of the partial delivery
8. Number of pallets/packaging material per ID marker

Acceptance will be refused in the event of insufficient labelling and thus unassignable goods.

Marking of the pallet/packaging material

Each pallet or packaging material must bear the following information (at the top and once on the side):

1. Name of the client
2. Title and issue of the journal/book
3. Surface area occupied
4. Type: insert, supplement, sample or label
5. Name of special insert
6. ID markers, e.g. code numbers
7. Total quantity or quantity of the partial delivery
8. Quantity on the pallet/in the packaging material
9. Number of pallets/packaging material per ID marker

Special inserts must be delivered sorted by type for each pallet or packaging material.

With delivery in bars, the bar length must be between 1,100 and 1,200 mm. The orientation of the first side of the insert within the bar must be indicated.

Packaging

The packaging must be chosen to ensure safe transport (protection against deformation and

moisture) and to take environmental aspects into account.

Palletising must be on Euro exchange pallets 800 x 1,200 mm, max. height 1,200 mm, max. weight 800 kg.

Samples must be delivered in the standardised magazine packaging.

Heavily damaged goods or goods delivered in lattice boxes will not be accepted.

Production requirements

1. Handle height of the stack of packages 10 cm to 12 cm per layer unrestricted
2. Wrappers, rubber bands etc. cause increased effort and additional costs.
3. Prevent the individual copies from sticking together; for example, electrostatic charging, moisture, adhesive residues, adhesive paints, die-cutting, burrs, undercuts and machine processing can lead to additional costs.
4. Delivery of the products with bent corners, creases, etc. can cause a reduction in performance and thus corresponding additional costs.
5. For label deliveries, observe the requirements of the respective production location. Otherwise additional costs may be incurred.

Goods receiving times

Monday to Friday from 07:00 to 17:00, delivery at the latest 5 working days before the start of processing.

The goods will be accepted subject to reservation. Processing quality and quantity will not be checked on acceptance.

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