

LOOSE INSERT

Placement

According to technical feasibility.
Placed on the magazine, randomly in the magazine or under the front page.

Formats

Min. 105x148 mm, max. 300x250 mm

Weight

Standard: 10-120 g/ copy.
If not standard: technical feasibility must be clarified.

Thickness

Max. 6 mm, thicker upon request.

Equipment of the insert

The product must have a closed edge. (Exception: if in an envelope)

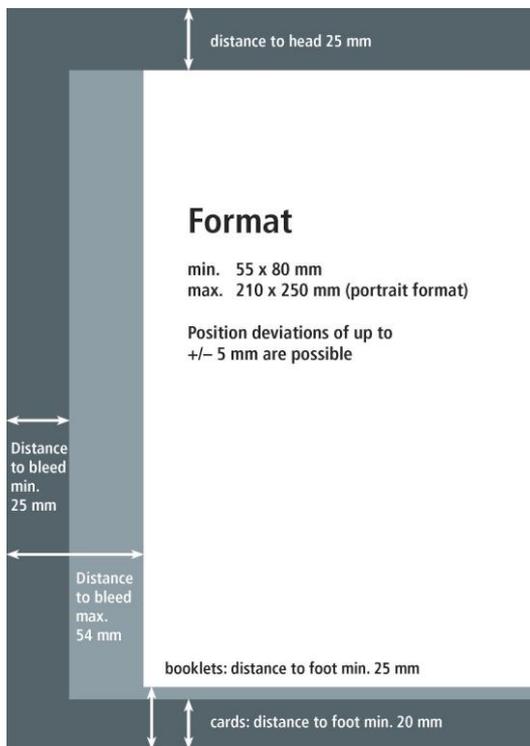
Recommendation

The insert should be at least 10 mm smaller and narrower than the magazine.

ADHESIVE LABELS AND COMMERCIAL SAMPLES

- Labels and samples must not stick together.
- They must be stacked or packed without seal or rubber band (not crossed).
- Envelopes or small brochures must be palleted facing the same direction, without interspace, and prevented from moving by dividers and floors. Grip height must not exceed 100 mm.
- Commercial samples must be palleted facing the same direction, without interspace, and prevented from moving by dividers and floors.
- Special products require packaging specifications.
- Folded, at least 100 copies, uncrossed within the packet.
- Non-standard inserts (e.g. commercial samples) require a test run of around 200 copies

In the case of samples (sachets) with flexible content/liquid, this may have an effect on the final product (e.g. flatness, slight differences in format).



ADHESIVE INSERT, WIRE STITCHING

Placement

On the outer edges of the printed sheet.

Position

Distance to bleed min. 25 mm, max. 54 mm.

Distance to head 25 mm incl. head trim.

Foot and front trim: min. 20 mm for cards, min. 25 mm for booklets or CDs.

Formats

Min. 55x80 mm, max. 210x250 mm (portrait format)

Quality standard

Position deviations of up to +/- 5 mm are possible

Weight

Max. 40 grams per copy

Weight > 40 grams per copy = feasibility clarification

Paper weight

Two pages min. 150g/m², max. 300g/m².

STITCHED INSERT, WIRE STITCHING

Placement

Centre of the magazine, directly attached to head or foot. Different placement upon request.

Formats

Min. 140x140 mm incl. head trim and 10 mm grab-fold behind.

Max. 310x460 mm incl. head trim and 10 mm grab-fold behind.

Paper weight

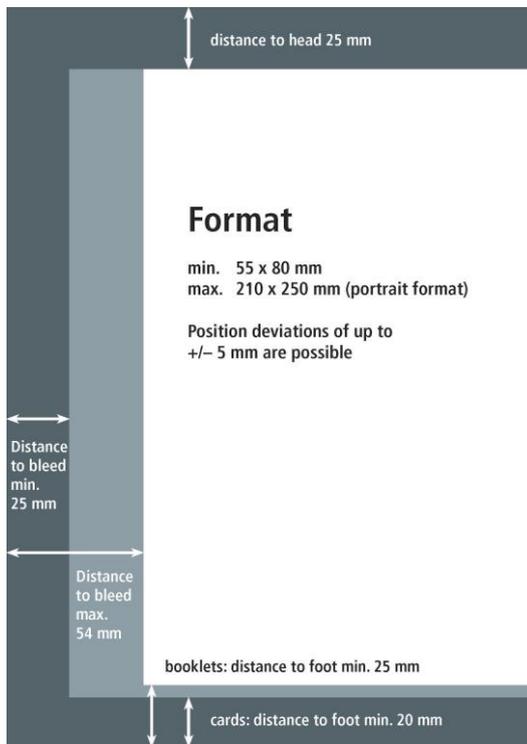
80 to 250 g/m², from 251 g/m² upon request.

Equipment

Delivery condition: folded.

Important:

Please clarify head, foot and front trim, grab-fold and placement beforehand with your customer consultant.



ADHESIVE INSERT, ADHESIVE BINDING

Placement

On the outer edges of the printed sheet.

Position

Distance to bleed min. 25 mm

Distance to head 40 mm incl. head trim

Foot and front trim min. 20 mm for cards, min. 25 mm for booklets or CDs

Formats

Min. 55x80 mm, max. 210x250 mm (portrait format)

Quality standard

Position deviations up to +/- 5 mm are possible.

Weight

Max. 40 grams per copy

Weight > grams per copy = feasibility clarification

Paper weight

For two pages min. 150 g/m², max 300 g/m²

STITCHED INSERT, ADHESIVE BINDING

Placement

Between two sections of printed sheet, directly attached to head or foot.

Different placement upon request.

Formats

Min. 140 x 140 mm incl. head trim.

Max. 320 x 480 mm incl. head trim

(plus 3 mm routing margin, 8 mm front trim, foot trim).

Paper weight

Two pages min. 150 g/m², max. 300 g/m²

Equipment

Delivered condition: folded.

Important:

Please clarify head, foot and front trim, grab-fold and placement beforehand with your customer consultant.

PERSONALISED/PRE-ADDRESSED COVERS

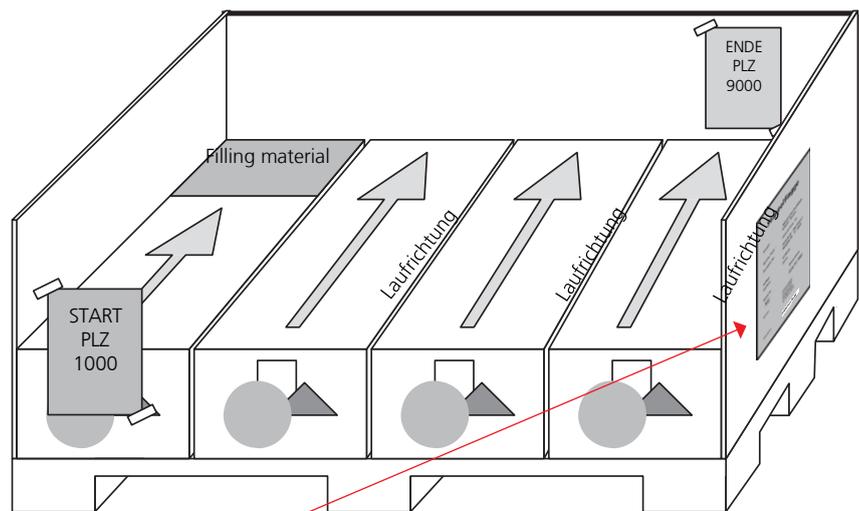
Delivery

Start with bundle 1, clearly marking the beginning of the bundle. The printing (delivery address) must always be placed towards the front. The bundle must be delivered upright in the frame of the pallet.

Sorting must always be done in ascending order, beginning with Post code 1XXX to Post code 9XXX. The addressed covers must be laid out completely flat without any wrinkles or damage. Please ensure that empty spaces are cleanly filled. Please supply 500 neutral copies separately labelled as such for configuration.

Any remaining bundles should be delivered separately in boxes and labelled "Remaining bundle".

Stapelflagge	
Produkt:	Adressiertes Deckblatt Kräuter Garten
Sprache / Sorte:	Deutsch/ Sorte D1
Deckblatt für:	Zeitschrift Wir Eltern Ausgabe Nr. 2 / 2018
Auflage:	20 000 Ex.
Zuschuss:	250 Ex.
Palette Nr.	Datum/Visum
1/2	25.02.18 / HMU
Absender:	Druckerei Muster Herr Hans Muster Gutenbergweg 1 9999 Musterhausen Tel. 867 / 187 87 12
Lieferadresse:	VOGT-SCHILD / DRUCK <small>print- & publishing-services</small>



Labelling

The frame of the pallet is always labelled with the order, title, amount, language, type, pallet no., date and signature.



Information on the cover

The bundle number must be printed on each cover.

The direction shall always be toward the end of the bundle.

The control sign of the end of the bundle must be at least 5 mm wide and 20 mm long and be positioned in an unprinted area. There must be no information or printing before and after the control sign within a +/- 30 mm strip.

Machbarkeitsabklärung FL	
Datum	[AUKOPF.DDAT.1]
Name	[SACHB.KYOLLNAME]
Abteilung	
An	
Objekt	[AUKOPF.EAUNR.1] / [AUKOPF.BEZ.1]
Auflage	[POS.MNGE.1]
Format	mm x mm
Umfang	? Seiten Umschlag, ? Seiten Inhalt

Special cases

The covers must be delivered ready for processing for shipping, i.e. cut, folded, perforated, etc.

For Quickmail shipping, the following additional documents are necessary for dispatch: details on pallet sorting and details for the creation of the pallet flags.

Important: Please verify technical feasibility.