

Guidelines for the delivery of special inserts

We include your special inserts such as inserts, glued inserts, product samples etc. in highly topical and high-quality material. To guarantee technically smooth production and on schedule delivery, the standards referred to below for packaging and delivery of the special inserts should be complied with.

If this is not possible in exceptional cases, we will gladly examine alternatives – please always with sufficient lead times. In this respect, or for any queries, please contact our product support departments:

Prinovis Itzehoe: Tel.: 04821 / 777 -422
 Prinovis Dresden: Tel.: 0351 / 8545 -220

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Packaging material to be used:

- Exchangeable Euro pallets
80 x 120 cm
- Please no one-way pallets
- LDPE foil, Stretch foil
- Paper/cardboard

Packaging material

Pallet height max. 120 cm

Pallet weight max. 800 kg

Pallets must be protected against moisture,
 secured against shifting of contents,
 contain the same item types,
 and must be stackable

Pallets

Stacking of **inserts**, **bound inserts** and **glued inserts**:

- same sides aligned and same stack height
- not alternated !!!
- NO outer packaging (cartons, sleeves, rubber bands or similar)
- for saddle stitched carrier material (e.g. Stern, Spiegel):
front page to the top
- for glued carrier material (e.g. Brigitte, Geo):
back page to the top

**Packaging of:
Inserts
Bound inserts
Glued inserts**

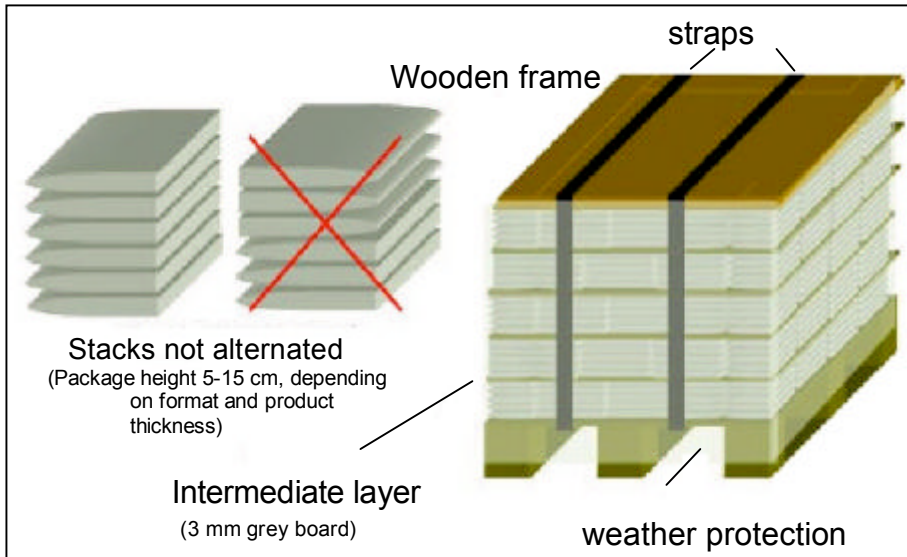


Illustration: Pallet packaging

Standardised warehouse packaging is required for **product samples**.
Recommendation T+F 66/96 of the German Printing Industry Federation:

**Packaging of:
Product samples**

- Inner dimensions of the warehouse carton:
 - length = 380 mm;
 - width and height each 1 to 3 mm larger than the product
- The flaps are glued externally
- All product samples must have the same orientation
- The side of the product sample to face the binding of the magazine is positioned at the open side of the carton (see illustration)

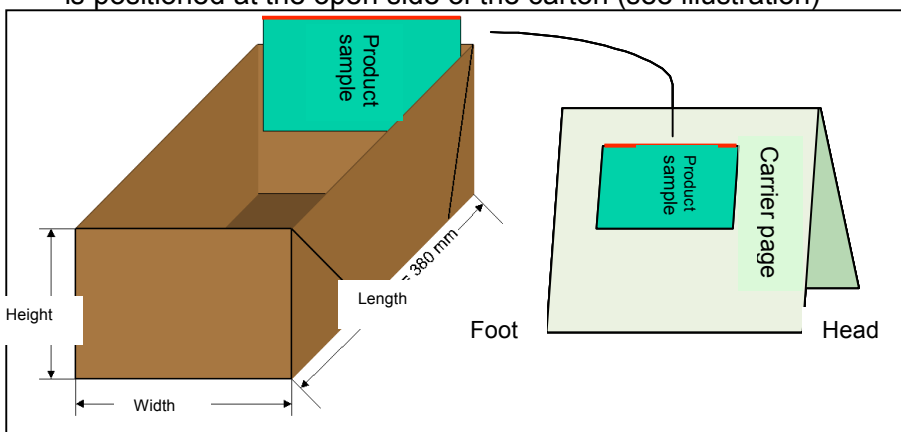


Illustration: standardised warehouse packaging of product samples

The products must be separable by machine and be easy to process without interruptions. To be avoided therefore:

- moisture
- electrostatic charge
- glue residues, uncured lacquer
- punching deformations, burrs
- etc.

Condition of the products

To avoid mix-ups each pallet must have a pallet label specifying the following:

- Manufacturer
- Magazine / edition
- Type: Insert / Bound insert / Glued insert
- Name of special insert
- Distribution area (Nielsen)

- Identification notes; e.g. code numbers
- Quantity on the pallet
- Pallet number
- Number of pallets

Labelling

Each shipment to post press / finishing locations must display the following delivery note details:

- Consignor
- Consignee
- Name of special insert
- Type: Insert / Bound insert / Glued insert
- Magazine / edition
- Distribution area (Nielsen)

- Identification notes; e.g. code numbers
- Quantity per pallet
- Total quantity and/or quantity of partial delivery
- Number of pallets per identification note

Accompanying documents

Ideally, the Word form “ACCOMPANYING DELIVERY NOTE” should be used, which may be downloaded from our webpage www.prinovis.com/de/technische_richtlinien -Dresden or -Itzehoe.

Special inserts must be delivered to the post press / finishing locations on the agreed or specified dates (generally 2 to 3 working days before start of post press / finishing, unless otherwise agreed or where production requiring pre-processing is involved.)

Dates

Delivery address:

for processing at
Prinovis Itzehoe:

for processing at
Prinovis Dresden:

Delivery address

Prinovis Itzehoe
Weiterverarbeitung - WES
Störfischerstraße
25524 Itzehoe

Prinovis Dresden
Weiterverarbeitung
Meinholdstraße 2
01129 Dresden

Acceptance times:

for processing at
Prinovis Itzehoe:

for processing at
Prinovis Dresden:

**Acceptance
times**

Mo.-Fr. 7:00 – 20:00
or by special
agreement:
Ms. Thoms / Mr. Schmidt,
Tel. 04821 / 777-434

Mo.-Fr. 7:00 – 17:00
or by special
agreement:
Mr. Peter,
Tel. 0351 / 8545-568