

DELIVERY OF INSERTS

The number of loose and bound inserts and tip-ons etc. is constantly growing. Our warehouse capacities are nearing their limits. With inserts which are delivered too early or which are wrongly labelled, the risk of confusion also increases.

For this reason we would request that you carry out delivery of inserts according to the following criteria:

- 1) Please have your inserts delivered at the earliest 7 days, but at the latest 2 days before the print data deadline of the print product which is produced in our company.
- 2) Please use the pallet labels for inserts when you deliver your products to our company. The labels will be provided for download on our Homepage under the menu item downloads.
- 3) The pallet label must contain the following details:
 - Order number (you'll find it on the confirmation of order)
 - Insert name
 - Magazine/product title
 - Issue
 - Total number/quantity
 - Number of pallets
 - Number of copies on the pallet
- 4) Please print the completed pallet labels, fold them at the perforated line and fix them on the two front sides of the pallet.
- 5) We request that you deliver your insert products with a subsidy exclusively for one order (separated by type). Should your inserts be used for follow-up orders, we request a separate delivery. Leftovers are disposed of immediately after the completion of the order.
- 6) Your products should be manageably folded and not bundled up.
- 7) The information on the delivery note must correspond with the pallet labels.
- 8) Please forward these requirements to your suppliers!

Our delivery times:

Mon – Thurs from 7am to 5pm,
Friday from 7am to 12 noon