



ACP INSERT DELIVERY SPECIFICATIONS, REQUIREMENTS & CONDITIONS (inc. Pallet tag)

INTRODUCTION

The following instructions are to assist suppliers of magazine inserts which are to be incorporated within magazines published by ACP Magazines.

They are to be strictly adhered to in order to comply with ACP's editorial requirements, requirements of our printers and in some cases legal requirements.

It is not to be assumed that because an insert has run successfully in one magazine it can also run in another as there are several different makes of binding machinery and each printer may operate them differently or have different handling systems.

INSERT SPECIFICATIONS – AN OVERVIEW

Dimensions and limitations for your insert are specified on the “Approved Enhancement Summary” PDF document.

Please note:

- Manufacture of inserts must be to a consistently high standard.
- The design of bound inserts must allow for trimming and type area limitations.
- Glueing – each poor or missing glue line can cause a misfeed, particular care must be taken to ensure glue is correctly applied and that glue will not weaken during storage, as in the case of inserts on a “hanga-binder”.
- Envelopes as a loose insert must be faultlessly constructed and a tight fit to the items it contains to ensure it can be fed mechanically.
- Perforations which are too severe may weaken a bound insert causing it to collapse and jam on the binder.
- If in doubt please send a sample(s) to ACP Production Services for approval before delivering the insert to the printer or producing the insert.

NOTE

A minimum of 3% bindery overs are required for all supplied inserts, onsets and tip ons. This should be included in the quantity agreed with your ACP Advertising representative, however if unsure, please double check with the relevant ACP Production Services Controller.

TESTS & SAMPLES

Unprinted samples may be required for binding trials, ACP Production Services will advise should this be necessary.

Inserts must conform with the approved samples otherwise it may be impossible to insert in a publication or a slow-down charge may be applicable.

Separate details are available for the testing of sachets and any other special inserts and these will be provided where necessary.

It may be possible to mechanically insert, onsert or tip on a product outside the specifications. Please contact the relevant ACP Production Services Controller for further information.

PALLETISING & PACKING REQUIREMENTS

Perfect inserts must be neatly stacked and properly secured in transport and must also abide by the following requirements:

- Inserts should be stacked on standard **CHEP** pallets and not exceed a height of 1.5m.
- Pallets should be able to be moved by forklift.
- Inserts with laps must be packed so that inserts/laps do not curl.
- Inserts must be the same way up, and those in a stack or carton must be the same way around.
- A stack (bundle) or a turn within a stack must NOT be less than 50 copies or 120mm. The maximum height of the stack to be no more than 160mm.
- Shrink wrapping must be tight and cover the entire pallet.
- Pallets should be strapped with 4 straps (2 each way) with board or pallet on top.
- Smaller inserts such as sachets must be packed flat with separators and in shallow cartons of 100mm deep. Small sachets should be packed in long gutter shaped cartons and not turned.
- All cartons must be strong and tailor made for a tight fit.
- Larger inserts must be packed flat securely without curl and not in logs.
- If there inserts have code(s) or versions they must be kept separate and supplied on separate pallets.

DELIVERY SPECIFICATIONS

It is the responsibility of the supplier to ensure that the specified number of inserts are delivered.

The delivery docket **MUST** contain the following information in order for the inserts to be properly identified:

- Name of the insert.
- The magazine it is being inserted in plus the issue date.
- The quantity supplied.
- The number of pallets/cartons supplied and the quantity on each pallet or in each carton.
- If the insert has code(s) or versions they should be supplied on separate pallets and clearly identified on the delivery docket as well as the pallet flag.
- In the event that the same insert is supplied for more than one magazine at the same printer, it is imperative they are clearly labelled and packed separately. Do not stack together on one pallet.

Each pallet **MUST** carry a fully completed pallet flag for identification. An ACP pallet flag is enclosed and highly recommended to be copied and used by your supplier of inserts.

Pallets should be numbered consecutively through the run and must be standard CHEP pallets.

Each pallet must hold an equal quantity where possible except for the last.

Pallets should be sent to the delivery address as indicated on the "Instruction to suppliers" form and not be addressed to the magazine itself.

ACP reserves the right to refuse any inserts that have been damaged during transport or arriving in an unsuitable condition. Clients will be advised upon delivery if an insert has been delivered damaged etc. Inserts that arrive in an unsuitable condition will be excluded from the publication and if time allows should be properly re-supplied by the client.

Due to the high speed nature of our printers binding equipment inserts cannot be supplied poorly manufactured or damaged. Should this occur and the insert is deemed usable in the publication any slow down charges will be passed on to the client.

Inserts must be delivered between 8am and 4pm Mon-Fri to the printer by the date specified on the ACP "Approved Enhancement Summary" form and **no earlier than 5 working days prior** to the delivery date as storage space is limited at our printers.

Printers of the supplied inserts **MUST NOT** communicate with the magazine binders except with the express permission of ACP. All communication should be directed to the relevant ACP Production Services controller.

INDEMNITY

Any supplied insert which does not conform with ACP requirements and specifications may be rejected for insertion, or such action taken at the cost of the supplier as will best achieve the intended result, without the necessity of consultation with the supplier.

Moreover, ACP reserves the right to reject an insert unless the copy has been specifically approved beforehand.

Except as may be implied by law, ACP is not responsible for any loss or damage (including consequential loss) which may occur to any supplier (or client of a supplier) where these instructions have not been strictly complied with.

While ACP will take the utmost care if and when it organises, by itself or with others, the production of an insert by a printer, it does not assume any responsibility or liability for that production or for any loss which occurs.

Should you have any queries or problems regarding these instructions, please call the ACP Production Services staff who will be happy to assist.

THIS PALLET TAG MUST
BE RETAINED FOR RECORDS

Fold ----- here

SUPPLIER

TO

MAGAZINE TITLE

ISSUE / MONTH (S)

QUANTITY ON PALLET

_____ X _____ = _____

TOTAL

PARTIAL DELIVERY

FULL DELIVERY

PALLET NO.

_____ OF _____

VERSION/CODE /STATE

CHECKED BY SUPERVISOR

DATE

Tear off if not required

PRODUCT NAME _____ KEY NO. _____

AGENCY _____ TOTAL QUANTITY ORDERED _____

CLIENT _____ DATE REQUIRED FOR BINDING _____

CARRIER _____