



Please send inserts to:

Goods Inwards

Taylor Bloxham Ltd

Tollwell Road

Bursom Industrial Estate

Beaumont Leys

Leicester

LE4 1BR

FAO:

Niger Spooner

+44(0) 116 234 2600

Please refer to the **cover date** with all correspondences with our print sites.

Each delivery needs to be booked in prior to arrival and a booking in slot is required. Failure to do this may result in inserts being turned away.

Within the rest of this document you will find guidelines and relevant information required. If you have any queries please feel free to contact us and we will be able to help.

APOLLO

THE INTERNATIONAL ART MAGAZINE

I nserts

- Delivery
- Presentation
- Specifications

For further information
please contact Seral Emirali
Email: production@apollomag.com
Tel: 020 7961 0114

DELIVERY & PRESENTATION

Apollo magazine is a monthly, perfect bound publication.

We request that clients supply samples of any insert prior to booking. We cannot guarantee the inclusion of inserts without a sample to the actual size, weight and other specifications.

INSERTS MUST BE DELIVERED ON THREE WEEKS BEFORE THE MONTH OF PUBLICATION

All deliveries should be accompanied by a delivery note stating:-

1. Name of insert
2. Name of magazine to be inserted into
3. Quantity supplied
4. Issue of magazine to be inserted into
5. Type of insert (where appropriate ie. Loose; Bound)

To:

Goods Inwards, Taylor Bloxham Ltd, Tollwell Road, Bursom Industrial Estate, Beaumont Leys, Leicester LE4 1BR.

PLEASE CALL TO BOOK IN DELIVERY : Contact: Nigel Spooner

Tel: 0116 234 2600

Packing & Labelling

- Inserts are to be packed on Euro size pallets.
- Loose inserts can be accepted if turned in large enough quantities, i.e. no smaller than 100mm turns.
- If the nature of the insert is such that it requires turning in smaller quantities, they must be boxed without turning.
- Inserts requiring separate/split issues **must** be packed on separate pallets and labelled with **magazine title, issue date** and **quantities** accordingly. Failure to observe packing and labelling details will lead to extra charges

Storage

- There are no facilities to store inserts that arrive before the timetabled insertion date. If inserts are delivered before the timetabled date then extra storage costs may be incurred.

Overs

- It is not policy to store overs of inserts and, consequently, all overs are disposed of immediately, unless we are given written instructions to the contrary.

PLEASE NOTE: - Should the printer receive a consignment of inserts that are considered to be in an unacceptable condition or without sufficient information, they reserve the right to not accept delivery. We will resolve problems if we can, but cannot always guarantee to be able to do so.

LOOSE INSERTS

- **Specifications**

Maximum/minimum size: As a general rule, all inserts should be A6, A5 or as specs below.

Minimum width: 105mm

Maximum width: 200 mm (NB if subs only max 205mm)

Minimum depth: 148mm

Maximum depth: 265 mm (NB if subs only then max 285mm)

Minimum weight: 6g

Maximum weight: 30g – depends on size and thickness.

The insert will be fed on the folded/spine or closed edge. It is not possible to feed concertina folded inserts (other than by hand).

Inserts for subscription copies will be subject to a postage charge based on weight.

PERFECT BOUND INSERTS

- **Minimum/Maximum sizes**

- The *minimum* depth (head to foot) is 120mm
- The *minimum width* (spine to foreedge) is 120mm
- The *maximum* depth/width is 275mm h x 210mm wide plus head and tail trims and foreedge trim/lip. Please call for further details.

- **Minimum/Maximum weight**

- The *minimum* weight: 2pp of 115gsm material
- The *maximum* weight: is dependent upon size and weight of material

- **Cutting or Folding** – Any cutting or folding of inserts will be charged to the customer.