



Please send inserts to:

Wyndeham Bicester

Chaucer Business park

Launton Road

Bicester

Oxon

OX26 4QZ

FAO:

Insert Controller

bicesterdeliveries@wyndeham.co.uk

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.



INCLUSION MATTER

Technical Specification &
Booking in Details

INSERT MANAGEMENT - TECHNICAL SPECIFICATION

LOOSE INSERTS - At saddle-stitching stage

Maximum number -	6 - full run		
Maximum size -	20mm smaller than the host magazine head to foot and spine to foredge		
Minimum size -	148mm x 105mm		
Minimum pagination -	2pp		
Maximum pagination -	32pp		Higher paginations to be agreed
Paper weight -	pagination	minimum	maximum
	2pp	130gsm	250gsm
	4pp	80gsm	250gsm
	6pp	60gsm	250gsm
	over 8pp	40gsm	250gsm

LOOSE INSERTS - At perfect binding stage

Maximum number -	6 - full run Coronas x 2	4 - full run UB x 1	
Maximum size -	20mm smaller than the host magazine head to foot and spine to foredge		
Minimum size -	148mm x 105mm		
Minimum pagination -	2pp		
Maximum pagination -	32pp		Higer paginations to be agreed
Paper weight -	pagination	minimum	maximum
	2pp	130gsm	250gsm
	4pp	80gsm	250gsm
	6pp	60gsm	250gsm
	over 8pp	40gsm	250gsm

Please note, due to the nature of the mechanical process we cannot guarantee a 100% insertion rate on loose inserts at stitching, binding, or polywrapping stage. The combined thickness of loose inserts to be supplied for any product must not exceed 65% of the spine width of the product they are inserting into without prior agreement with Wyndeham Bicester. All loose inserts above 4 pages must be supplied with a closed edge for feeding into the hopper. The insert will be inserted with the closed edge running parallel to the spine of the host product.

INSERT MANAGEMENT - TECHNICAL SPECIFICATION

BOUND INSERTS / OUTSERTS at saddle-stitching stage

Maximum size -	As finished size of host product but please note - the insert needs be supplied with additional trim allowances which must be agreed with Wyndeham prior to the insert being produced	
Minimum untrimmed size -	148mm x 130mm but please note - the insert needs be supplied with additional trim allowances which must be agreed with Wyndeham prior to the insert being produced. Also the minimum 148mm x 130mm must have a 10mm lap	
Minimum pagaintion -	4pp	
Maximum pagination -	32pp	Higher paginations to be agreed
Minimum thickness -	100gsm : 4pp - 8pp / 55gsm over 8pp	
Maximum thickness -	200gsm : 4pp - 8pp / 110gsm over 8pp	

Notes

Gatefold inserts - folded in leaves should have at least 4mm clearance from the spine.
All stitched in products above 4 pages that are smaller in size than the host product and are not supplied with a binders lap must have a closed head or foot bolt which is not perforated

BOUND INSERTS at perfect binding stage

Maximum size -	As finished size of host product but please note - the insert needs be supplied with additional trim allowances which must be agreed with Wyndeham prior to the insert being produced	
Minimum untrimmed size -	140 x 140mm but please note - the insert needs to be supplied with additional trim allowances which must be agreed with Wyndeham prior to the insert being produced	
Minimum pagaintion -	2pp	
Maximum pagination -	32pp	
Minimum thickness -	130gsm : 2pp - 8pp / 55gsm over 8pp	
Maximum thickness -	250gsm : 2pp - 8pp / 110gsm over 8pp	

Notes

Gatefold inserts - folded in leaves should have at least 10mm clearance from the spine

Title	Binding	All sizes mm:	Trimmed Page Size		Trim	Knocks to Head
	Type	Bindery	Depth	Width	Required	or Foot Trim
25 Beautiful Homes	Perfect Bound	Bicester	290	210	10	HEAD
Amateur Gardening	Saddlestitched	Bicester	290	200	10	HEAD
Amateur Photographer	Saddlestitched	Bicester	285	195	10	HEAD
Anglers Mail	Saddlestitched	Bicester	265	195	15	HEAD
Chat	Saddlestitched	Peterborough	290	210	10	HEAD
Chat It's Fate	Saddlestitched	Bicester	280	210	10	HEAD
Chat Passions	Saddlestitched	Bicester	280	210	10	HEAD
Country Homes & Interiors	Perfect Bound	Bicester	290	210	10	HEAD
Country Life	Saddlestitched	Southernprint	300	230	3	HEAD
Cycling Weekly	Perfect Bound	Bicester	265	200	15	HEAD
Decanter	Perfect Bound	Bicester	290	210	10	HEAD
Fit and Well	Saddlestitched	Bicester	290	210	10	HEAD
Golf Monthly	Perfect Bound	Bicester	285	195	10	HEAD
Homes & Gardens	Perfect Bound	Bicester	290	210	10	HEAD
Horse & Hound	Saddlestitched	Bicester	290	200	10	HEAD
Ideal Home	Perfect Bound	Southernprint	290	210	10	HEAD
Ideal Home - Complete Guide to Xmas	Perfect Bound	Bicester	280	210	10	HEAD
Living etc	Perfect Bound	Bicester	290	210	10	HEAD
Look	Saddlestitched	Bicester	290	205	10	FOOT
Marie Claire	Perfect Bound	Roche	270	198	20	HEAD
Marie Claire Compact	Perfect Bound	Roche	228	167	40	HEAD
Motor Boat & Yachting	Perfect Bound	Bicester	290	220	10	HEAD
Mountain Bike Rider	Perfect Bound	Bicester	275	195	15	HEAD
NME	Saddlestitched	Bicester	270	195	20	HEAD
Now	Saddlestitched	Bicester	290	205	10	FOOT
Pick Me Up	Saddlestitched	Peterborough	290	200	10	HEAD
Pick Me Up Specials	Saddlestitched	Bicester	290	200	10	HEAD
Practical Boat Owner	Perfect Bound	Bicester	285	195	10	HEAD
Rugby World	Perfect Bound	Bicester	285	195	10	HEAD
Shooting Gazette	Perfect Bound	Bicester	285	195	10	HEAD
Shooting Times	Saddlestitched	Bicester	285	195	10	HEAD
Soaplif	Saddlestitched	Bicester	290	200	10	HEAD
Sporting Gun	Saddlestitched	Bicester	285	195	10	FOOT
Style at Home	Saddlestitched	Bicester	280	210	10	HEAD
The Field	Perfect Bound	Bicester	290	220	10	HEAD
TV & Satellite	Saddlestitched	Bicester	300	220	3	HEAD
TV Times	Saddlestitched	Bicester	300	220	3	HEAD
Uncut	Perfect Bound	Bicester	290	210	10	HEAD
Wallpaper	Perfect Bound	Bicester	300	220	3	HEAD
What's on TV	Saddlestitched	Bicester	280	205	10	HEAD
Woman	Saddlestitched	Bicester	290	205	10	HEAD
Woman & Home	Perfect Bound	Bicester	280	215	10	HEAD
Woman & Home Compact	Perfect Bound	Bicester	228	175	41	HEAD
Woman & Home Feel Good Fashion	Perfect Bound	Bicester	280	210	10	HEAD
Woman & Home Feel Good Food	Perfect Bound	Bicester	280	210	10	HEAD
Woman & Home Feel Good You	Perfect Bound	Bicester	280	210	10	HEAD
Woman's Own	Saddlestitched	Bicester	290	205	10	HEAD
Woman's Own Lifestyle	Saddlestitched	Bicester	290	200	10	HEAD
Woman's Weekly	Saddlestitched	Bicester	280	210	10	HEAD
Woman's Weekly FICTION	Saddlestitched	Bicester	290	210	10	HEAD
Woman's Weekly HOME (K&C)	Perfect Bound	Bicester	290	210	10	HEAD
Woman's Weekly LIVING - Healthy	Saddlestitched	Bicester	290	210	10	HEAD
Woman's Weekly LIVING - Gardening	Saddlestitched	Bicester	290	210	10	HEAD
World Soccer	Saddlestitched	Bicester	285	195	10	HEAD
Yachting Monthly	Perfect Bound	Bicester	285	195	10	HEAD
Yachting World	Perfect Bound	Bicester	290	220	10	HEAD

INFORMATION CORRECT AT TIME OF BOOKING - ALL BOUND INSERT BOOKINGS ARE SUBJECT TO SAMPLE APPROVAL

INSERT MANAGEMENT - TECHNICAL SPECIFICATION

GLUED ON INSERTS (TIP ONS) - At saddle-stitching stage		
Minimum size -	85mm x 60mm	
Maximum size -	210mm x 148mm	
Minimum weight -	150gsm - 2pp	
Maximum weight -	250gsm - 2pp	
Position on page -	The page position of the tip-on must be discussed and agreed with Wyndeham prior to production	
Position in magazine -	Inserts can only be glued onto the first page (right hand) of a section when knocking to the head	
	Inserts can only be glued onto the last page (left hand) of a section when knocking to the foot	
GLUED ON INSERTS (TIP ONS) - At perfect-binding stage		
Minimum size -	100mm x 60mm	Smaller sizes will need to be trialed and agreed
Maximum size -	210mm x 148mm	
Minimum weight -	150gsm - 2pp	
Maximum weight -	250gsm - 2pp	
Position on page -	The page position of the tip-on must be discussed and agreed with Wyndeham prior to production	
Position in magazine -	Inserts can only be glued onto the first page (right hand) of a section when knocking to the head	
	Inserts can only be glued onto the last page (left hand) of a section when knocking to the foot	

INSERT MANAGEMENT - PROCEDURES

INCLUSION MATTER - PRESENTATION

- 1 Delivered on non returnable pallets for handling by forklift trucks, measuring no more than 1050mm in height
- 2 Turned in consistent quantity piles with minimum turns of 100's or no less than 125mm in height
- 3 Bundles must contain no film or shrink-wrap
- 4 Bound inserts to be supplied in logs where possible
- 5 Decks must be covered with a solid base to prevent damage to the bottom layers on the insert
- 6 Interleaves should be placed between each layer
- 7 Pallets to be stretch wrapped, top boarded and corner protected
- 8 A 1% waste allowance on top of the booked quantity must be supplied
- 9 Glued cards must be stacked on non returnable pallets or packed in easy open boxes and be presented in a uniform manner, i.e. same way around, and must not vary in size
- 10 If supplied in cartons, every carton must be labelled to show the insert content, the weight of each carton must not exceed 12kgs
- 11 All inserts must be packed flat with tight folds, no distortion or any curled edges
- 12 Any overs of a quantity of 5k or less will be automatically recycled unless specific instructions to retain for collection is issued.
- 13 Multiple title insertion - each title should be delivered on a separate pallet with separate delivery note

Important

We are unable to handle inserts that are stuck together due to the effects of ink, damp or having damaged corners/edges

Inserts arriving on site that are damaged or in a state that will need extra handling will be rejected

INSERT MANAGEMENT - PROCEDURES

INCLUSION MATTER - DELIVERY

**Deliveries can only be accepted between the following times:
09:00hrs - 16:00hrs Monday to Friday and MUST be booked in prior to delivery**

- 1 **ALL deliveries must be pre-booked by the Customer/Insert Printer with the Insert Controller by E mailing - bicesterdeliveries@wyndeham.co.uk no later than 24 hours** prior to the delivery with the information listed below in red.
Telephone bookings will NOT be accepted

Customer
Title of the publication for insertion
Cover date of the publication for insertion
Advertiser/Product name
Quantity (total items, total pallets, total boxes, quantity per box,
quantity per pallet)
Key codes/regions (where applicable)

- 2 The Goods In team will email a booking Reference number and delivery slot in response to the emailed requested. This ref must be quoted upon delivery
- 3 A full and comprehensive delivery note must accompany the bad and must include the information listed above and your booking reference number

- 4 Delivery to be made to:
Wyndeham Bicester
Chaucer Business Park
Launton Road
Bicester
Oxon OX26 4QZ

- 5 **It is not our policy to store overs of inserts and consequently all overs are disposed of directly after production unless a contrary arrangement is agreed with us**

IMPORTANT

LOADS MAY BE REJECTED IF...

- **If a delivery arrives without a booking-in reference**
- **If a delivery arrives without a delivery note correctly completed as detailed above**
- **If inserts for multiple titles are not on separated pallets**

We cannot accept responsibility for any deliveries that are left on site without obtaining a signature to confirm receipt from either the Insert Controller or the Bindery Supervisor.