



Please send inserts to:

Stephens & George Print Group, CAT Magazine

Goat Mill Road

Dowlais

Merthyr Tydfil

Mid Glamorgan

Wales

CF48 3TD

FAO:

Karon Thomas

+44(0) 1685 352018

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.

Production specifications for loose Outserts/Inserts

advertising dimensions (h x w)		
Type	Size	Min / Max Paper Weight
Loose outsert (loose in the poly)	Min: (h) 148mm x (w) 105mm (A6) Max: (h) 297mm x (w) 210mm	minimum: 100gsm maximum: 300gsm
Loose Insert (within the magazine)	Min: (h) 148mm x (w) 105mm (A6) Max: (h) 282mm x (w) 195mm	Max weight (in grams) is subject to approval of samples prior to insertion

insert information

Full Run: Supply 17,000 inserts (including overs). Please check for quantities

Inserts **must** have a closed edge on the longest side to be able to be mechanically inserted. Concertina folded inserts are not accepted. Roll-fold inserts are acceptable, as long as they have a closed edge. Some landscape inserts cannot be mechanically inserted ie the closed edge is on the shortest side. These will have to be fed by hand at an extra charge to the client as they cannot be mechanically inserted. Any trimming or folding by hand prior to insertion will either be rejected or any extra work will be charged back to the client.

All inserts will be inserted in the magazine (where possible) unless specified to be inserted into the poly.

Packing:

Should be stacked on euro sized non-returnable pallets and turned in consistent quantity piles with minimum turns of 50, but no less than 100mm (in height).

Any residue inserts will be destroyed two weeks following the date of publication unless otherwise notified.

delivery information

Very Important:

Please ensure that all deliveries are pre-booked with Stephens & George no later than 24hrs prior to delivery: **Contact Karon Thomas on 01685 352018** and obtain a booking-in reference number.

Consignments of Inserts should be addressed to:

**Stephens & George Print Group, CAT MAGAZINE,
Goat Mill Road, Dowlais, Merthyr Tydfil, Mid Glamorgan,
Wales CF48 3TD**

Each parcel **must** indicate clearly:

1. Stephens & George - full address, as above
2. Name of insert and any specific reference code
3. CAT on each parcel
4. The issue date in which the inserts are to appear
5. Quantity in each parcel
6. The number of parcels in each Consignment

A delivery note must be provided in duplicate, detailing the above. Inserts not correctly packaged and marked up may be turned away. Any residue inserts will be destroyed two weeks following the date of publication unless informed otherwise.

Delivery Deadlines:

All inserts must be delivered to the address above **7 days prior to the mailing date.** Inserts should be delivered **no earlier** than 1 week in advance of mailing (please check with production for mailing dates). NB: Please do not deliver inserts earlier than specified or we will be charged storage costs which we will be forced to pass onto the client.

Due to storage capacity only one consignment of a full run insert can be delivered at any one time. For multiple issues, please check with the Production Manager who will confirm that 2 issues' worth can be accepted. Inserts for multiple issues must be kept on separate pallets, each pallet being clearly marked with information as above. Delivery notes must also CLEARLY show that two issues are being delivered.

Deliveries can only be accepted between 8am - 6pm Monday to Friday.

important

PLEASE NOTE: Should the printers (Stephens & George) receive a consignment of unacceptable inserts, without sufficient information as specified, the printer reserves the right to reject the delivery altogether or charge the client for re-folding of inserts or re-stacking of pallets in order for the insert to be able to run.

Any outserts/inserts outside of these specifications should be confirmed in writing with the Production Department prior to printing. **We must receive a sample or dummy of any irregular outserts/inserts. The printer may request a trial run of at least 200 copies on the binder prior to inserting.**

CPN production - contact details

Anthony Davis, Production Manager

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