



Please send inserts to:

Precision Colour

Printing Site 2 Goods

Inwards Haldame

Halesfield 1

Telford

Shropshire

TF7 4QQ

FAO:

Insert Controller

+44(0) 1952 585585

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.

Specification for Delivery and Presentation of Printed Goods to PCP

The objective of the following procedure is to enable PCP to load and unload all items quickly and professionally, whilst incorporating HSE guidelines. Your co-operation is appreciated, and required in enabling us to achieve this.

For PCP to maintain our customer's requirements for production and delivery schedules, we must be able to keep an accurate record and inventory of all stock items. Failure to comply with the following procedure may result in long delays, re-prioritising or unloading timetable, or even refusal of a delivery.

This decision will be made by the discretion of the Despatch/Bindery Manager. Any arrangements or agreements made with other parties or departments, with the exception of the Insert Controller, may not necessarily be honoured.

Booking Procedure

All deliveries **must** be booked in with the Insert Controller, by telephoning 01952 585585, between the hours of 09.00 – 12.30hrs and 13.30 – 17.30hrs, Monday to Friday. A booking reference will be issued, upon receipt of the following information:

- Insert Title
- Publication to be inserted – **Must** give issue date/number
- Quantity of items
- Individual copy weight - Insert size – A4/A5 etc - Number of pallets/cartons
- Full or part quantity being supplied
- Supplier's name
- Contact telephone number

PLEASE NOTE:

The delivery note **must** be visible and contain all of the above information along with the Booking Reference given. Failure to provide all the information could result in the delivery being refused.

Deliveries

Any inserts/items being delivered to PCP are to be delivered to the following address, unless specified by the Insert Controller or Despatch Manager:

Precision Colour
Printing Site 2 Goods
Inwards Haldane
Halesfield 1
Telford
Shropshire
TF7 4QQ

Deliveries will not be accepted at Reception – there is a sign at the entrance to PCP showing where Site 2 is. Our insert delivery times are between 9am and 4pm Monday to Friday, unless prior agreement has been made with the Insert Controller.

Insert deliveries are to be made on the same day as PDF's are due, but may be arranged to minimize storage.

The quantities stated on delivery notes cannot be verified, and as a result PCP accepts no responsibility for short supply.

Insert Specification

Loose inserts, for inserting into Bound or Stitched titles, must conform to the following specifications:

- Inserts must be a minimum of 10mm all round smaller than the magazine they are to be inserted into.
- Single Spine – No concertina folds or other loose edges on the edge to be fed into magazine, unless a sample has been supplied and approved prior to booking in.
- Landscape Inserts – Cannot be accepted unless approved in writing prior to booking in
- We can accept a maximum of 5 inserts to be machine fed; any additional inserts supplied will require hand feeding and will be subject to approval and additional charges
- The maximum thickness of any single insert is 5mm on the leading edge; any inserts thicker than this should be submitted for approval
- Inserts should not contain any perforations
- If a sample is supplied, and is unable to be machine fed, the insert will be hand inserted, and the relevant charges applied.

Any inserts outside of these specifications should be submitted for approval prior to booking in and may be subject to additional charges; if inserts are supplied outside specification without prior agreement then PCP reserves the right to make additional charges or even refuse the inserts if they cannot be enclosed.

Palletised Items

As PCP operates a High Bay Racking System, all deliveries must be on high quality pallets, weighing no more than 1 tonne/1000kgs in total, and be no taller than 1.1 metre/110cms (including the pallet). Pallets should be either 1200mmx1000mm, or 1200mmx800mm, be 4 way entry and be able to be safely stored in a High Bay Racking System.

We do not operate a pallet return service. If this is required, it is to be requested at the time of booking in, not when the delivery is made.

In the event that an insert is supplied as multiple versions – code change/month etc. for each different version MUST be supplied on separate pallets, and labeled accordingly.

Each pallet must be clearly labeled with the quantity and description of goods enclosed. Each pallet must be numbered accordingly – pallet 1 of 2, 2 of 2 etc. All items should be contained within the pallet area. Pallets should be securely wrapped, with either pre-stretch or cling. If strapping is used, it should be across the length and width, and a substantial pallet top board, the same dimensions as the pallet should be used. No metal straps are to be used. There must be no overhang on the pallets.

Badly wrapped/stacked pallets will be refused, with photographic evidence.

Bulk Packed

All items should be packed with minimum turns of 100mm. All items should be uniformly stacked within the pallet area, with an interlocking tie sheet between each layer. If bundles are strapped, ensure there is no damage to the items, and turns are in minimums of 100mms.

A sample of the insert is to be placed on the outside of each pallet, or carton if they are not palletised.

Carton Packed

If at all possible, please supply bulk packed on pallets but for any items that are carton packed should be packed with minimum turns of 100mm. Each carton must be clearly labeled with insert title, quantity, magazine issue to be inserted into, and numbered accordingly – box 1 of 2, 2 of 2 etc. The weight limit for each carton is 10kgs, and all cartons must be consistent in size. When stacked on pallets, there must be a tie sheet between layers. The Palletised Items wrapping spec is applicable to carton packed products being supplied on pallets.

Acceptance and Inspection

All deliveries must be accompanied by a detailed delivery note, as specified earlier in this procedure, which will be subjected to an inspection to ensure all items are clearly marked, securely wrapped, evenly loaded and not damaged. Where damage has occurred, photographic evidence will be provided, along with an estimate of further handling charges. Where damage is deemed excessive, the load will be refused.

PCP reserves the right to refuse any goods which are deemed to not conform to this document, especially if there is a compromise to the Health and Safety of any individuals. Our Customer will be notified as soon as possible of non-conformance. Any delay to production caused by non-conformance will be wholly at our customer's liability

Overs

Please supply a quantity of overs for production as below:

Bound inserts – 750 copies for make ready, plus 2% running waste
Loose inserts – 2% for make ready and running waste

All remaining items after insertion will be disposed of regardless of quantity unless previously agreed with your customer. If an insert is supplied for more than one issue, the items must be on separate pallets, which must be clearly labeled, as must the delivery note.

A storage charge of £5.00 per pallet per week will be imposed on any overs requested to be kept.

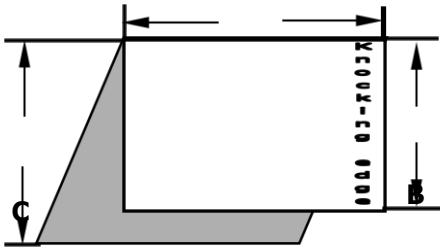
Stitched and Bound Inserts

Please see following diagrams for guidance on Stitched and Bound Inserts.

If any element of this procedure is not adhered to, PCP reserves the right to refuse delivery

Saddle stitching

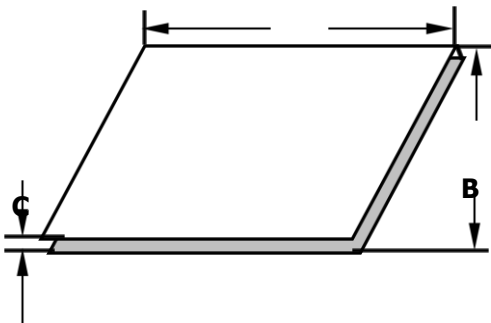
Bound Insert/Outsert



	Max	Min
A	Finished main product size PLUS Head/Foot trim allowance	110mm PLUS trim off to match main product
B	Untrimmed main product size	115mm (75mm IF C is over 115mm)
C	Dimension B PLUS 8mm	Dimension B PLUS 8mm
Insert Thickness	64pp on 50-55gsm stock	4pp on 80gsm

Perfect Binding

Bound Insert



	Max	Min
A	Untrimmed main product size PLUS head/foot trim offs	140mm PLUS trim to match main product
B	Untrimmed main product size PLUS foredge trim off PLUS 3mm spine rub	140mm Including grind off
C	4mm	2pp

precisioncolourprinting^{limited}

INSERT BOOKING IN REQUEST FORM

Name of Insert _____

Publication to be Inserted into _____

Publication Issue _____

Quantity of Inserts _____

No of Boxes/Quantity per Box _____

Number of Pallets _____

Date Requested _____

Contact Name _____

Contact Telephone Number _____

Please complete this form in full and email to pcpinserts@pcpltd.net

This form will be returned to you with the lower section completed containing the date/time for delivery and the Booking Reference Number

This form is not an acceptance of booking

The Booking Reference Number is to be quoted on pallets, delivery notes and boxes.

PCP USE ONLY

Delivery Confirmation Date _____

Booking Reference Number _____

Once returned to you - this form **MUST** be printed out and attached to all delivery notes coming in with the delivery.

Alternatively please call 01952 585585 and ask for the Insert Controller to book in your insert.