



**Please send inserts to:**

Sheffield Webb  
Caxton Way  
Dinnington Colliery Industrial Estate  
Outgang Lane  
Dinnington  
Sheffield  
S25 3QE

**FAO:**

Maggie Bruton/ Chris yates  
+44(0) 1909 517347

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.**

# Insert Specification

**Please supply all booking information to [Maggie.bruton@jpress.co.uk](mailto:Maggie.bruton@jpress.co.uk) at least 7 days prior to the date of insertion.**

Quantities stated on delivery notes are accepted at face value, and cannot be verified, we will not accept responsibility for shortages of any supplied components.

We reserve the right to refuse deliveries that are:

- Unable to be inspected due to insufficient information
- Unable to be inspected due to unsafe stacking/packing
- Damaged in transit
- Not booked in

**Deliveries will not be accepted unless the following terms are met:**

## Delivery Times

All deliveries should be pre-booked with the relevant print site(s).

Inserts should NOT arrive later than the Friday prior to the week of insertion, without prior agreement.

## Delivery and Delivery Notes

**All pallets (and boxes if applicable) must be clearly labelled with the following details and display a sample of the insert, using the standard Delivery label attached.**

All deliveries MUST be accompanied by a delivery note also stating the following:

- 1 Name of insert
- 2 Quantity of inserts for this delivery\*
- 3 Publication name and date of insertion
- 4 Total number of pallets and/or boxes for this delivery
- 5 Name and address of the supplier and or printer of the insert
- 6 Type of insert (e.g. Loose or bound)
- 7 Number of pallets

\*NB: All part deliveries must be accompanied by individual delivery notes.

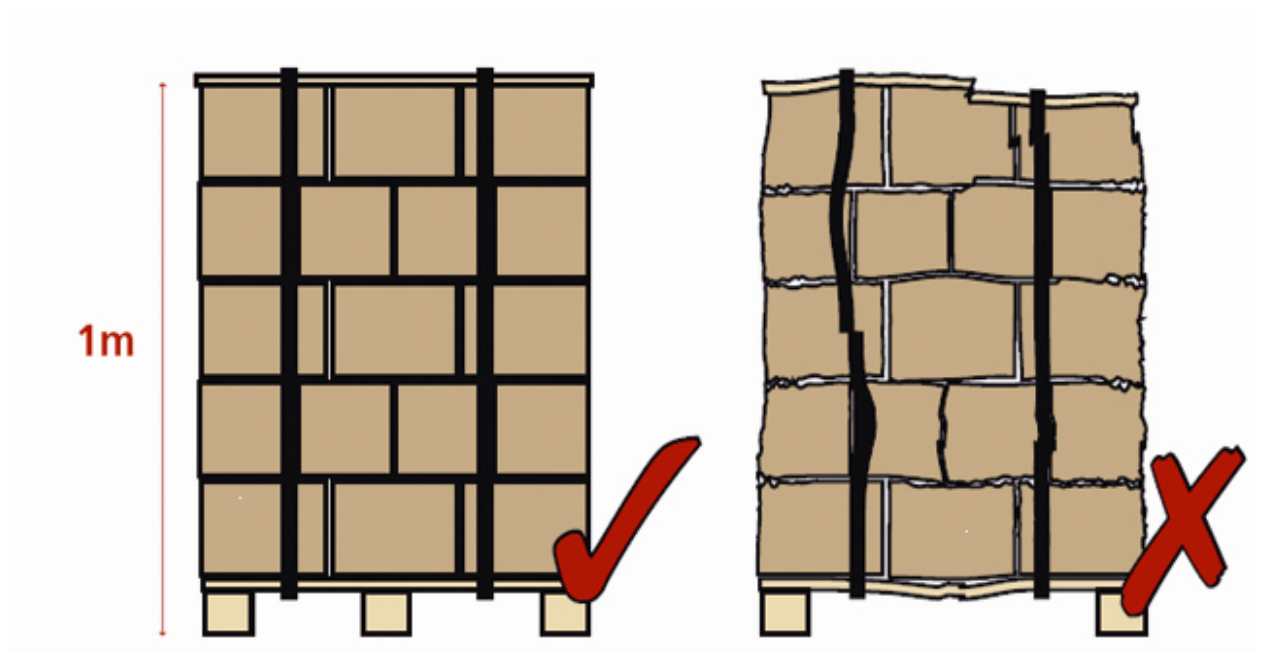
## Presentation of Delivery

Deliveries should conform to the following:

- Standard sized pallets – 1.2m x 1m (in good condition with 4 way entry).
- Banding must be plastic (metal banding will not be accepted).
- All inserts to be supplied in large bundles quantities – minimum 50 inserts (or 125mm) per turn.

Leaflet orders over 10,000 must not be boxed but bundled and on pallets.

- Inserts not suitable for pallets should be supplied un-banded, stacked in boxes (in the same direction with no turns) not exceeding 15kg.
- Boxed inserts should be delivered presented on pallets, with a copy of the pallet label on each.
- Inserts should be supplied flat, with tight folds. Curled/distorted inserts may be unusable or refused.
- Inserts must not be shrink wrapped or strapped



Maximum weight 1 tonne  
Maximum height 1 metre

## Loose Inserts

	Minimum	Maximum
A (length)	150mm	368mm
B (width)	125mm	300mm
Weight A5 Max 48pp	180gsm	
Weight A4	130gsm	
Weight A4 folded	90gsm	
Weight A4 x 4pp/6pp	70gsm	
Weight A4 x 8pp to 48pp	48gsm	
Weight A4 x 64pp	48gsm	

**Binding** Inserts must not be “perfect bound”. Saddle stitching is acceptable but the spine must measure less than 5mm.

**Folding** Multi-page inserts that are roll-folded or stapled may be acceptable providing the fold is a single leading edge along the **longest side** of the insert (150mm – minimum). Concertina folds are not acceptable.

**Perforations** Perforations along the spine are not permissible.

**Pop-Ups/Cut-Outs** There is scope for unusual designs providing they are enclosed within the final fold and are gummed or stitched but as with all designs, are subject to Company approval.

## Insert Over's

We do require a percentage of overs to cover any inserting issues (amount depending on print run). However it is not company policy to store over's, consequently all over's will be disposed of unless we receive written instructions to the contrary.

## Cancellation

The company reserves the right to cancel any booking on the day of insertion due to production issues of any kind and insert on the next available date after consultation with the customer.

## Delivery Information

**Sheffield Web****FAO Maggie Bruton / Chris Yates**

Caxton Way

Dinnington Colliery Industrial Estate

Outgang Lane

Dinnington

Sheffield

S25 3QE

Tel: 01909 517347

**Deliveries: Tuesdays – Fridays only ( 8am – 4pm )**