



Please send inserts to:

Priority Mailing

No 5 Downton Business Centre
Batten Road, Downton, Salisbury
SP5 3HU

FAO:

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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.

Time Inc.

DELIVERY ADDRESS:

Priority Mailing

No 5 Downton Business Centre

Batten Road

Downton

Salisbury

SP5 3HU

Contact: Kevin Poore Tel: 01725 515 016 Email: Kevin.poore@priority.co.uk
Contact: Samantha Noble Tel: 01725 515 029 Email: Samantha.noble@priority.co.uk
Contact: Paul Butcher Tel: 01725 515 007 Email: paul.butcher@priority.co.uk
Contact : Liam Hegarty Tel: 01725 515 000 Email: liam.hegarty@priority.co.uk

INSERT MANAGEMENT - TECHNICAL SPECIFICATION

LOOSE INSERTS	POLYWRAPPED		
Maximum number -	Dependant on host title		
Maximum size -	Same size as the host title - see Magazine Trim Sizes		
Minimum size -	148mm x 105mm (portrait)		
Minimum pagaintion -	2pp		
Maximum pagination -	32pp	Higher paginations to be agreed	
Paper weight -	pagination	minimum	maximum
	2pp	120gsm	250gsm
	4pp	80gsm	250gsm
	6pp	60gsm	250gsm
	over 8pp	40gsm	250gsm
<p><i>Please note, due to the nature of the mechanical process we cannot guarantee a 100% insertion rate on lose inserts at stitching, binding, or polywrapping stage. The combined thickness of lose 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 Canopy Media on behalf of Time Inc. (UK). All lose insert 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. Concertina fold inserts are not suitable ofr mechanical insertion</i></p>			

Title	Trimmed Page Size (mm)	
	Depth	Width
25 Beautiful Homes	290	210
Amateur Gardening	290	200
Amateur Photographer	285	195
Anglers Mail	265	195
Chat	290	210
Chat It's Fate	280	210
Chat Passions	280	210
Country Homes & Interiors	290	210
Country Life	300	230
Cycling Weekly	265	200
Decanter	290	210
Fit and Well	290	210
Golf Monthly	285	195
Homes & Gardens	290	210
Horse & Hound	290	200
Ideal Home	290	210
Ideal Home - Complete Guide to Xmas	280	210
Living etc	290	210
Look	290	205
Marie Claire	270	198
Marie Claire Compact	228	167
Motor Boat & Yachting	290	220
Mountain Bike Rider	275	195
NME	270	195
Now	290	205
Pick Me Up	290	200
Pick Me Up Specials	290	200
Practical Boat Owner	285	195
Rugby World	285	195
Shooting Gazette	285	195
Shooting Times	285	195
Soaplife	290	200
Sporting Gun	285	195
Style at Home	280	210
The Field	290	220
TV & Satellite	300	220
TV Times	300	220
Uncut	290	210
Wallpaper	300	220
What's on TV	280	205
Woman	290	205
Woman & Home	280	215
Woman & Home Compact	228	175
Woman & Home Feel Good Fashion	280	210
Woman & Home Feel Good Food	280	210
Woman & Home Feel Good You	280	210
Woman's Own	290	205
Woman's Own Lifestyle	290	200
Woman's Weekly	280	210
Woman's Weekly FICTION	290	210
Woman's Weekly HOME (K&C)	290	210
Woman's Weekly LIVING - Healthy	290	210
Woman's Weekly LIVING - Gardening	290	210
World Soccer	285	195
Yachting Monthly	285	195
Yachting World	290	220

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

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.

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 of inserts must be booked in via email addressed to the relevant contact specified on your booking confirmation from Canopy Media
Please provide all relevant information within this email, including the following details:
 - Title of Insert/Advertiser
 - Title of Publication (for insertion)
 - Issue Date of Publication (for insertion)
 - Quantity (no. of copies, no. of pallets, no. of boxes and quantity per box (if applicable))
 - Key Codes/Regions/Versions (if applicable)
 - Your preferred date for deliveryYou will receive a reply confirming the date and time the inserts can be accepted, along with a valid reference number which must be quoted on all paperwork.
If you need anything other than a booking reference please call the relevant Goods In dept.
- 2 Deliveries will only be accepted a MAXIMUM of 48hrs before the job is due to commence.
- 3 Inserts must be separated on individual pallets for each publication
- 4 All deliveries must be accompanied with a full and comprehensive delivery note detailing all the information listed above for booking in, PLUS 10 copies of EACH different insert in an envelope and attached to the outside of the pallet so this can easily be removed
- 5 All deliveries are accepted unchecked so it remains the responsibility of the supplier to ensure the product provided relates to the delivery note.
- 6 Inserts must be delivered on the date specified on the Canopy order confirmation.
Any delivery extensions must be agreed in writing with Canopy Media, not direct with the print site.

IMPORTANT

LOADS MAY BE REJECTED:

- ! 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 separated on individual pallets

We cannot accept responsibility for any deliveries that are left on site without obtaining a signature to confirm receipt from the Mailing House Supervisor.