



Please send inserts to:

Wyndeham Peterborough Ltd
Storey Bar Road
Peterborough
PE1 5YS

FAO:

Clare Mussett
claremussett@wyndeham.co.uk
+44(0) 1733 296 257

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.

THE SPECTATOR

I nserts

- Delivery
- Presentation
- Specifications

For further information
please contact David Brabin
Email: production@spectator.co.uk
Tel: 020 7961 0242

DELIVERY & PRESENTATION

The Spectator magazine is a weekly, self-covering, saddle stitched publication.

We request that clients supply samples of any insert prior to booking. We cannot guarantee the inclusion of inserts without a sample to the actual size, weight and other specifications.

Insert Information

Suppliers of inserts, or their agents, will need to book in deliveries with Clare Mussett Senior Project Manager Tel: 01733 296 257. Email; claremussett@wyndeham.co.uk

INSERTS MUST BE BOOKED IN BY TELEPHONE BY THE FRIDAY BEFORE AND DELIVERED ON THE MONDAY OF THE WEEK OF PUBLICATION

All deliveries should be accompanied by a delivery note stating:-

1. Name of insert
2. Name of magazine to be inserted into
3. Quantity supplied
4. Booking reference
5. Issue of magazine to be inserted into
6. Type of insert (where appropriate ie. Loose; Bound; Tip-on etc.)

Wyndeham Peterborough Ltd , Storeys Bar Road, Peterborough PE1 5YS

Delivery Times

- Inserts to be delivered between the hours of 11.00 and 16.00 hrs on Monday of week of issue and *never* later than Tuesday pm.

Packing & Labelling

- Inserts are to be packed on Euro size pallets.
- Loose inserts can be accepted if turned in large enough quantities, i.e. no smaller than 100mm turns.
- If the nature of the insert is such that it requires turning in smaller quantities, they must be boxed without turning.
- Inserts requiring separate/split issues **must** be packed on separate pallets and labelled with **magazine title, issue date** and **quantities** accordingly. Failure to observe packing and labelling details will lead to extra charges

Storage

- We **DO NOT** have facilities to store inserts that arrive before the timetabled insertion date. If inserts are delivered before the timetabled date then extra storage costs will be incurred.

Overs

- It is not our policy to store overs of inserts and, consequently, all overs are disposed of immediately, unless we are given written instructions to the contrary.

PLEASE NOTE: - Should the printer receive a consignment of inserts that we consider to be in an unacceptable condition or without sufficient information, we reserve the right to not accept delivery. We will resolve problems if we can, but cannot always guarantee to have extra staff available to do so.

LOOSE INSERTS

- **Maximum Numbers**

Depending on the problems incurred with excessive bulk, we are limited to 3 inserts in one issue unless agreed otherwise.

- **Stitched & Turned Inserts**

Any loose inserts that are stitched and turned will invariably require a feeder operator for this insert alone. If slower speed is caused then a consequent charge could be made.

- **Specifications**

Maximum/minimum size: As a general rule, all inserts should be A6, A5 or as specs below.

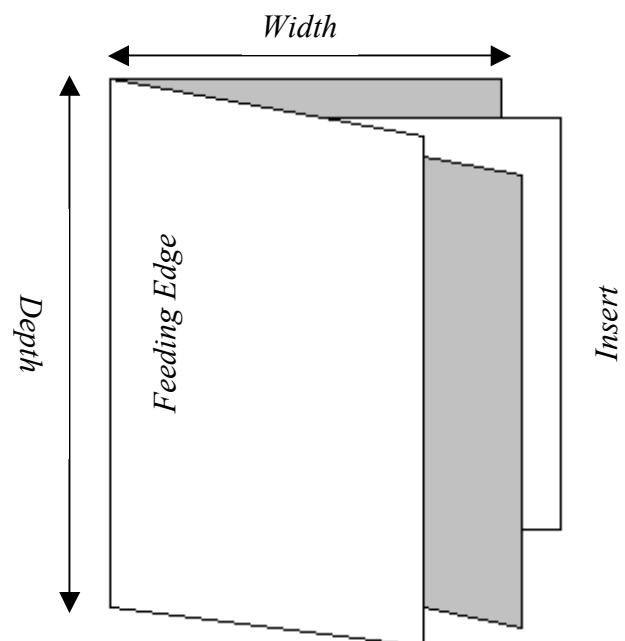
Minimum width: 105mm

Maximum width: 180mm (NB if subs only max 205mm)

Minimum depth: 148mm

Maximum depth: 256mm (NB if subs only then max 271)

The insert will be fed on the folded/spine or closed edge. It is not possible to feed concertina folded inserts (other than by hand).



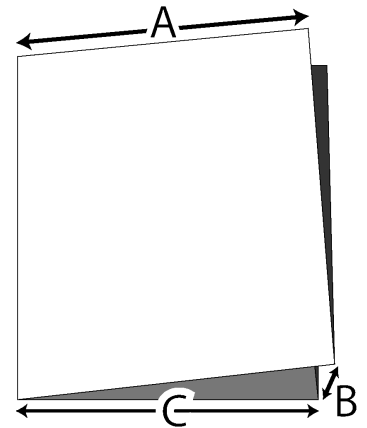
Minimum weight: 6g

Maximum weight: 30g – depends on size and thickness.

Inserts for subscription copies will be subject to a postage charge based on weight.

SADDLE STITCHED INSERTS/OUTSERTS

ALL BOUND INSERTS SHOULD BE SUPPLIED WITH A 4MM FOOT TRIM UNLESS ADVISED OTHERWISE



A Trim width of magazine plus trim to create low folio lap
210mm (Spectator width) plus 3mm bleed plus 12mm trim = 225mm

B $A - C = B$ or low folio lap

C Trim width of magazine plus trim to create lap (210mm+3mm bleed+2mm trim =215mm)

The illustration shows a 4-page to maximum of 32 page bound in saddle stitched insert opened at centre. The foot must have enclosed foot bolts so that the feeding foot will only open at the centre of the section in order to stitch.

NB If the bound-in insert is smaller than the trimmed width of the magazine then the foredge of the insert will not be trimmed. Therefore the foredge would be flush, but we must have a closed head bolt in order to open in up to the centre of the section.

- **Minimum/Maximum sizes**

- The *minimum* depth (head to foot) is 120mm
- The *minimum* width (spine to foredge) is 120mm
- The *maximum* depth/width is the depth/width of the product plus head and tail trims and foredge trim/lip

- **Minimum/Maximum weight**

- The *minimum* weight: 4 pages of 115gsm material
- The *maximum* weight: is dependent upon size and weight of material

- **Pagination** – Single sheet to 32pp

- **Cutting or Folding** – Any cutting or folding of inserts will be charged to the customer.

- **Heavily Weighted Inserts – Stitched in** – It is advisable not to supply inserts that are heavily weighted one side of the insert as, depending on the area of the insert, this may cause the insert to fall off the gatherer chain. This results in slow running and a consequential charge for slow running to the customer.

OTHER INSERTS

Tip-Ons

- The minimum tip on size is 60x100mm, and the maximum 130x196mm.
- Minimum paper weight 140 GSM and maximum 250gsm.

It is essential that an example of all inserts is sent for appraisal.

Onserts

Mailing Onsert Requirements and additional costs.

Ideal specification of onserts.

1. Pre inserted envelopes – Minimum size DL
2. Single sheets – Minimum A5 in size
3. Stitched brochures – Maximum 64pages
4. Perfect Bound brochures – Maximum 90pages
5. Flexibility - all onserts must be able to bend from 45mm in on longest edge to an angle of 45 degrees.
6. Artwork – When onserts have the exact same artwork front & back all onserts must be supplied the same way and not turned to ensure the closed edge will always be fed into the machine.
7. A5 onserts Minimum 2pages +
8. A4 onserts Minimum 2pages +
9. DL onserts Minimum 6pages +
10. Landscape onserts Minimum size DL (subject to extra charges and the longest edge must be smaller than the width of the magazine).

Ideal Maximum number & combination of onserts

11. Pre stuffed envelopes - Maximum of 2 in 1 issue with no other onserts
12. Pre stuffed window envelopes – Maximum of 2 additional onserts
13. Perfect bound book as onsert – Only 1 other onserts i.e. the backing board (when its life Issue)
14. Maximum no of onserts - 4 in addition to magazine & carrier sheet
15. Bound in inserts into the magazine – Maximum of 2 additional onserts
16. Total thickness of onserts – must not exceed 10mm when combined
17. Split Data Runs – Should an onsert need to only go in a particular area the files need to mailsorted separately and does affect running speeds where extra charges may apply. Due to tight turnarounds we are not able to run across 2 lines putting different onserts in on each line.