



**Please send inserts to:**

Prinovis UK Ltd.  
Liverpool International Business Park  
4, Dakota Drive  
Liverpool  
L24 8RJ

**FAO:**

Kev Holden  
+44(0) 151 494 4645

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.**

## Prinovis - 2018 Job Numbers

Job number for referencing when booking in inserts/onserts at Prinovis

### The Saturday Telegraph

### Stella

<u>On Sale Date:</u>	<u>Prinovis Job No:</u>		<u>On Sale Date:</u>	<u>Prinovis Job No:</u>
30 December 2017	LV2371752		31 December 2017	LV2381752
06 January 2018	LV2371801		07 January 2018	LV2381801
13 January 2018	LV2371802		14 January 2018	LV2381802
20 January 2018	LV2371803		21 January 2018	LV2381803
27 January 2018	LV2371804		28 January 2018	LV2381804
03 February 2018	LV2371805		04 February 2018	LV2381805
10 February 2018	LV2371806		11 February 2018	LV2381806
17 February 2018	LV2371807		18 February 2018	LV2381807
24 February 2018	LV2371808		25 February 2018	LV2381808
03 March 2018	LV2371809		04 March 2018	LV2381809
10 March 2018	LV2371810		11 March 2018	LV2381810
17 March 2018	LV2371811		18 March 2018	LV2381811
24 March 2018	LV2371812		25 March 2018	LV2381812
31 March 2018	LV2371813		01 April 2018	LV2381813
07 April 2018	LV2371814		08 April 2018	LV2381814
14 April 2018	LV2371815		15 April 2018	LV2381815
21 April 2018	LV2371816		22 April 2018	LV2381816
28 April 2018	LV2371817		29 April 2018	LV2381817
05 May 2018	LV2371818		06 May 2018	LV2381818
12 May 2018	LV2371819		13 May 2018	LV2381819
19 May 2018	LV2371820		20 May 2018	LV2381820
26 May 2018	LV2371821		27 May 2018	LV2381821
02 June 2018	LV2371822		03 June 2018	LV2381822
09 June 2018	LV2371823		10 June 2018	LV2381823
16 June 2018	LV2371824		17 June 2018	LV2381824
23 June 2018	LV2371825		24 June 2018	LV2381825
30 June 2018	LV2371826		01 July 2018	LV2381826
07 July 2018	LV2371827		08 July 2018	LV2381827
14 July 2018	LV2371828		15 July 2018	LV2381828
21 July 2018	LV2371829		22 July 2018	LV2381829
28 July 2018	LV2371830		29 July 2018	LV2381830
04 August 2018	LV2371831		05 August 2018	LV2381831
11 August 2018	LV2371832		12 August 2018	LV2381832
18 August 2018	LV2371833		19 August 2018	LV2381833
25 August 2018	LV2371834		26 August 2018	LV2381834
01 September 2018	LV2371835		02 September 2018	LV2381835
08 September 2018	LV2371836		09 September 2018	LV2381836
15 September 2018	LV2371837		16 September 2018	LV2381837
22 September 2018	LV2371838		23 September 2018	LV2381838
29 September 2018	LV2371839		30 September 2018	LV2381839
06 October 2018	LV2371840		07 October 2018	LV2381840
13 October 2018	LV2371841		14 October 2018	LV2381841
20 October 2018	LV2371842		21 October 2018	LV2381842
27 October 2018	LV2371843		28 October 2018	LV2381843
03 November 2018	LV2371844		04 November 2018	LV2381844
10 November 2018	LV2371845		11 November 2018	LV2381845
17 November 2018	LV2371846		18 November 2018	LV2381846
24 November 2018	LV2371847		25 November 2018	LV2381847
01 December 2018	LV2371848		02 December 2018	LV2381848
08 December 2018	LV2371849		09 December 2018	LV2381849
15 December 2018	LV2371850		16 December 2018	LV2381850
22 December 2018	LV2371851		23 December 2018	LV2381851
29 December 2018	LV2371852		30 December 2018	LV2381852

## **Appendix 6**

### **Insert Specification**

#### **SUNDAY TELEGRAPH MAGAZINE - STELLA**

**From: 5<sup>th</sup> March 2017**

- 1. Loose inserts**
- 2. Bound-in inserts**
- 3. Tip On cards**
- 4. Delivery instructions**

## **LOOSE INSERT SPECIFICATION**

- The minimum loose insert quantity is 50,000 copies
- Due to the mechanical nature of loose inserting, specific positioning cannot be guaranteed
- All inserts are inserted with the spine parallel to the Magazine spine, ie “spine-to-spine”
- Any insert with a UV varnish or laminate must be approved by the printer before booking
- All irregular shaped inserts including those with flaps must be approved by the printer prior to booking
- No concertina folds can be accepted unless tabbed and approved by the Printer
- All inserts should be sent to the Printer for checking as a matter of course via Stav Athanasiou at the Sunday Telegraph Magazine offices in London
- The Printer must approve any insert that deviates from the specification below before a booking is confirmed. The Printer will require “dummies” of the product for testing

### **TECHNICAL SPECIFICATION:**

<b>Inserts 1-4</b>		
<b>Weight:</b> The maximum pagination should not exceed 70g and a thickness of 1mm		
<b>Size:</b> Maximum: No larger than 240 mm x 185 mm Minimum: No smaller than 148 mm x 100 mm		
<b>Paper Weight</b>	<b>Minimum</b>	<b>Maximum</b>
2pp	120gsm	260gsm
4pp	70gsm	260gsm
6pp	90gsm	260gsm
8pp	48.8gsm	240gsm
10pp	48.8gsm	220gsm
12pp	48.8gsm	180gsm
16pp	48.8gsm	100gsm
20pp and above	48.8gsm	70gsm

### **LOOSE INSERT BINDERS OVERS:**

- The Printer requires an additional 1.0% over and above the net quantity to be inserted into the magazine. However, at quantities less than 75.000 we need 3% overs.
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### **BOUND-IN / STITCHED IN-INSERTS**

- The minimum bound-in quantity is 50,000 copies of any one insert
- Inserts must have a 10 mm binding lap or an enclosed head or foot bolt with a head or foot trim of 3 mm
- Any text or logos must be at least 7 mm from any trimmed edge
- For saddle stitched inserts the positioning of the stitches must be approved prior to production.
- Maximum bulk of product is 1 mm
- Bound-in inserts other than normal magazine printing sections must have prior approval from the Printer.

The Printer requires an additional 1% over and above the net quantity to be bound into the magazine. If the quantity is less than 75.000 the Printer needs 2% overs.

### **TECHNICAL SPECIFICATIONS:**

Only edges protruding beyond the trimmed size of the Magazine will be trimmed off. Pre-trimming on the foot and fore-edge of inserts smaller than the Magazine is the responsibility of the advertiser.

- i) For bound-in inserts supplied with a 10 mm binding lap with production knocked to the head. If production is knocked to the foot the front page is the wider one.

	Untrimmed Size		Trimmed Size	
	Width	Height	Width	Height
<b>Minimum Size</b>	150 mm front pages 160 mm back pages	118 mm (inc. 3 mm top)	150 mm front pages 160 mm back pages	115 mm
<b>Maximum Size</b>	208 mm front pages 218 mm back pages	266 mm (incl. +3 mm top + 3 mm bottom)	205 mm	260 mm

ii) For bound-in inserts supplied with a 3 mm enclosed head bolt.

	Untrimmed Size		Trimmed Size	
	Width	Height	Width	Height
<b>Minimum Size</b>	150 mm	118 mm (incl 3 mm bolt head)	150 mm	115 mm
<b>Maximum Size</b>	210 mm	266 mm (3 mm bolt head + 3 mm bottom)	205 mm	260 mm

## Paper Weights

Grammage	Minimum gsm	Maximum gsm
4 pages	70	250
6 pages	90	250
8 pages	60	250
12 pages	60	80
16 pages	60	80
16-32 pages	48.8	80

### **BOUND-IN INSERTS BINDERS OVERS:**

- The Printer requires an additional 1.0% over and above the net quantity to be inserted into the magazine. If the quantity is less than 75,000 the Printer needs 2% overs.
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### **TIPPED-IN / GLUED CARDS**

- The minimum glued card insert quantity is 50,000 copies of any one card
- These cards can be tipped into the magazine on the first or last page of a section with one straight edge parallel to the spine
- One edge of the card should be positioned parallel to the spine and between 25 mm and 65 mm from the spine. A clearance of 20 mm must be allowed between the card and the head or the foot of the magazine and 20 mm from the fore-edge
- When the tip on is appearing in a polybagged issue it must appear in the centre of the page. Tip on guides must be sent for approval to either Michael Doukanaris or Pauline Hosillos at the Telegraph at least 2 weeks prior to delivery date
- The printer must approve any card that is not a single sheet and deviates from the sizes and weights below before a booking is confirmed.

### **TECHNICAL SPECIFICATIONS:**

Glued cards can only be glued onto a carrier section of at least 36 pages. If thinner sections are required it must be cleared with the Printer prior to production.

Maximum Size	Minimum Size
182mm wide x 250mm high	85mm wide x 55mm high
	55mm wide x 85mm high

Weight/Thickness	
Maximum Paper grammage	250 gsm
Minimum Paper grammage	115 gsm
Maximum Weight of card	13 grams
Maximum Bulk	1 mm

### **Gluing Tolerances**

Position of Glued in card can be guaranteed within the following tolerances:

- Height: +/- 5 mm
- Width: +/- 10 mm
- Angle: +/- 5 degrees

### **Sachets containing liquid**

Any sachets or material containing liquid must be Pira tested prior to acceptance by the Publisher and Printer.

### **GLUED CARDS BINDERS OVERS:**

- The Printer requires an additional 1.0% over and above the net quantity to be inserted into the magazine. If the quantity is less than 75.000 the Printer needs 2% overs.



## **DELIVERY DETAILS - TELEGRAPH MAGAZINES**

### **DELIVERY SCHEDULE:**

I. Inserts should be delivered to Prinovis Liverpool no later than 10 days prior to publication date and must be booked into the warehouse no later than 36 hours in advance of the delivery date. Unexpected, early or late arrivals may be delayed or refused. It is the advertiser's responsibility to advise of any delays or problems.

### **II. DELIVERY TIMES:**

- The delivery of inserts must be pre-booked into the factory three days prior to the proposed delivery and made between the hours of 0800 and 1600 Monday to Friday. All deliveries should be pre booked through the Printers Account Controller responsible for the Saturday/Sunday Telegraph Magazine or the Bindery/Warehouse Manager.

### **III. BOOKING IN:**

Please quote the following information when making a delivery booking:

ID Number  
Name of printer  
Name of product (insert/onsert)  
Format of product (height & width, number of pages)  
Weight of single copy of product  
Quantity and number of pallets to be delivered  
Contact name & telephone number of haulier or courier

### **III. DELIVERY NOTE:**

All deliveries should be accompanied with a clear and legible delivery note containing the following information. Please note that missing information may result in incorrect or non-insertion:

Product Identification ID Number given by the Printer  
Name of Advertiser/insert  
Size of product (height, width and number of pages)  
Quantity of products delivered in total  
Number of pallets delivered  
Number of products per pallet  
Number of bundles/boxes/cartons  
Number of products in a bundle, box or carton  
Name of Magazine, i.e. Saturday Telegraph Magazine or Stella  
Sunday Telegraph Magazine  
The issue date of the magazine to be inserted  
Any applicable insert code number

Any instructions regarding regions  
Printers name and telephone number

#### **IV. PALLET LABELLING:**

The pallets should be labelled on at least 3 sides (top, long and short) giving the following information:

The pallets should be labelled on at least 2 sides giving the following information:

- Name of Advertiser/insert
- Quantity on pallet & total quantity
- Number of pallets delivered
- Name of Magazine i.e. Saturday Telegraph Magazine/Sunday Telegraph Magazine
- The issue date of the magazine to be inserted
- Printers name

#### **V. PACKING INSTRUCTIONS:**

Strap and film wrap each pallet

Use two straps in each direction

Disposable, four way entry pallets euro pallets  
or standard 1000x1200 mm.

Use carton boards between each layer, top and base

Stack uniformly and use corner protectors

Do not mix product sizes or versions on a pallet

Do not use metal strappings. Pallets will be refused.

Do not use containers/cartons or boxes. Deliveries in  
containers will be refused, carton or boxes will incur an additional charge

Do not supply pallets with a weight over 1000 kg or a height  
over 1.2 meters

Do not use weak, broken pallets or printer's pallets.

Do not film wrap individual bundles

In general, all copy must be flat with tight folds, no curling, wrinkles or distortion. If the deliveries are not delivered so additional handling charges may be incurred.

I. Copies must be stacked in the same direction or in turns so they can easily be picked up by hand.

- For single sheets a minimum stack height of 80 mm without turns is required
- For 4 to 12pp products a minimum stack height of 90 mm without turns is required
- For 16 to 28pp products a minimum stack height of 100 mm without turns is required
- 28pp or more a minimum stack height of 110 mm without turns is required.
- Glued cards must be delivered in stacks without turns

- Product samples (sachets) should always be delivered standing in boxes with a separating sheet between the layers (not flat-packed) and dividers between the rows. Maximum weight of one carton maximum 13 kilo.
- If it is needed to secure bundles they may be singularly strapped and NOT cross strapped.
- Delivery details for perfect bound products must be agreed in advance.

**Please note:**

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- Wet ink, rubber bands, glue or other tape used to wrap goods could cause inserts to stick together resulting in production delays. These will incur additional costs, which will be passed onto the advertiser.
- All inserts must be delivered in a condition ready for mechanical inserting. The cost of any manual sorting or handling will be charged to the advertiser.
- For health and safety reasons, metal strapping will not be accepted.

If inserts/onserts are supplied outside of the specifications, extra costs may be incurred or may be rejected altogether.

Any left over inserts will be destroyed after production unless written instructions are given. (Storage charges will apply).

**VI. DELIVERY ADDRESSES:**

Insert delivery bookings must be made with:

Prinovis UK Ltd.  
Liverpool International Business Park  
4, Dakota Drive  
Liverpool  
L24 8RJ

Contact: Kev Holden  
Tel: 0151 494 4645