

**DELIVERY SPECIFICATION**

**Delivery & Presentation**

1. Inserts Should Be Delivered On Solid Open-Ended Standard Size Pallets For Handling By Fork Lift Truck. **(Printers Pallets Cannot Be Accepted)**
2. All Pallets Should Have Wooden Top Boards The Same Size As The Base And Measure No More Than 1 Metre (3ft 3") In Height.
3. Decks Must Be Covered With A Solid Base Before Loading To Prevent Damage To The Bottom Layer Of Inserts.
4. Interleaves Should Be Placed Between Each Layer To Aid Stability And To Prevent Creasing And Distortion Of Inserts.
5. Pallets Should Have Full Length Corner Protectors To Prevent Damage To Products When Pallets Are Shrink Wrapped.
6. Pallets Should Be Wrapped With Film To Prevent

## Penetration Of Moisture.

7. Inserts Should Be Stacked Flush To The Pallet Edges. Inserts Protruding From The Sides Will Be Creased Or Curled By The Shrink Wrap. Similarly Inserts Not Stacked To The Pallet Edge Will Cause Pallets To Be Unstable And Loads Become Distorted During Transportation.
8. Pallets Should Be Banded Both Ways With Plastic Straps To Secure The Whole Load.
9. Each Pallet MUST Have A Label On Four Sides Stating Amount On Pallet, Issue Date, Title And Area To Be Inserted.
10. Inserts Which Vary In Size Or Codes Which Require Separating Must Not Be Presented On The Same Pallet And Should Be Clearly Marked For Easy Identification.
11. A Copy Of The Insert Must Be Presented On The Outside Of Each Pallet.

- **We Will Be Unable To Handle Inserts Which Are Stuck Together Due To The Effects Of Ink, Electrostatic Charge, Damp Or Which Have Damaged Corners Or Edges.**
- **Inserts Or Pallets Arriving On Site Which Are Damaged Or In A State Which Will Need Extra Handling, Will Be Rejected And Not**

## **Unloaded.**

- **No Deliveries Will Be Accepted On "Wagon & Drag" Type Vehicles Or Container Type Trailers**

- **MGN INSERT PRESENTATION**

1. Inserts Should Be Bundled And Stacked In A Manner Which Enables The Operators To Take Them From The Pallets Without Having To Unwrap Each Bundle Or Redress Small Turns.
2. Standard (Above 2pp) Work Must Be Presented In Turns Of A Minimum Of 75 Inserts, Of Not Less Than 120mm.

Single Sheet - Turns Are Not Required For A 2pp Product

Standard Product - 4pp To 40pp - Minimum 75 Copies Per Turn

Large Magazines - 40pp To 72pp - Minimum Of 50 Copies Per Turn

Bundles Must Have No Film Wrap Or Elastic Bands, But Should Have A Single Plastic Strap (Spine To Foreedge) With Only 2 Turns Per Bundle.

Each Bundle To Not Exceed 11kg.

If Problems Are Envisaged, Such As Damage Or Creasing Of Inserts Due To The Turn Size Requirements, Please Contact The Relevant Inserting Department Of The Site Affected For Guidance.

Quantities Stated On Delivery Notes Are Accepted At Face Value, And Cannot Be Verified, Trinity Mirror Print 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

---

-

### **BOXED INSERTS**

**(These Present A Problem To Our Print Sites And Should Be Avoided)**

-

If Inserts Are Unable To Be Bulk Stacked Due To Its Shape Or Size, Would You Please Discuss The Matter With The Print Sites Concerned. If They Agree To Accept Boxed Inserts, Then They Should Be Suitably Packed In Easy To Open Cartons Before Palletising. Bundles Must Have No Film Wrap Or Elastic Bands.

Turn Sizes And Packing Of Bundles Apply As Before, Ie

Minimum Turns Of 75 Or 120mm

Each Carton Should Be Packed With The Same Number Of Inserts And Labelled With The Amount, Issue Date, Title And Area To Be Inserted.

**DELIVERY DOCUMENTATION**

**Delivery Note And Pallets (On Four Separate Sides) Must Contain The Following Information:**

**Publication**

Date Of Publication

**Name Of Advertiser**

**Description Of Insert (Eg 2pp Leaflet, 16pp Catalogue)**

**Total Quantity Delivered**

**Number Of Inserts On Each Pallet (Or In Carton)**

**Number Of Pallets**

**Differing Area Codes Must Be Clearly Visible On The Pallet.**

**Deliveries Will Only Be Accepted By Arranging A Delivery Date And Time Slot.**

**Delivery Date And Time Can Be Arranged By Phoning The Relevant Site Below.**

**Date And Time Will Be Arranged According To Trinity Mirror's Requirements.**

**Deliveries Attempted Without An Agreed Date And Time Will Be Refused Entry.**

Delivery drivers must adhere to the TMP PPE policy.

TMP PPE policy requires steel toe cap protective footwear and reflective jackets to be worn at all times whilst drivers are outside their vehicle.

Any drivers that do not adhere to this policy will be asked to remove their vehicle immediately from the site and inserts will not be unloaded.

### **Insert Overs**

**It Is Not Company Policy To Store Overs, Consequently All Overs Will Be Disposed Of Unless We Receive Written Instructions To The Contrary.**