



If inserts are printed in the UK please deliver to DFDS, where we will arrange transport over to Holland. Please book in delivery ahead of time, by emailing the DFDS email address below.

If printed abroad, please feel free to book a direct delivery with Roto Smeets using the phone number found below their address.

DFDS Logistics
Warehouse 1
DFDS Logistics Terminal
South Osbourne Way
Immingham Dock
Immingham DN40 2QA

FAO: Bethany Noton – benot@dfds.com – Mobile: (+44) 01469 562325 – Direct: (+44) 07921 353864

MAGAZINES PRINTED AT:

Roto Smeets Deventer Attn:

Expedition Dept.

Industrieweg 5

7418 CD Deventer

Tel: 0031 (0)570 - 694620 / 694654

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.



Guardian Weekend Magazine Inserts Information

For approval of inserts please send a sample to:

James Lovegrove
Insert Sales
Guardian Newspapers LTD
Kings Place
90 York Way London N1 9GU
0203 353 2642

DELIVERY DEADLINE IMMINGHAM ROUTE (DFDS)

- All inserts at Immingham: Thursday 14:00hrs - 7 working days prior to Issue Date
- Departure from Immingham: Thursday 20:00hrs - 7 working days prior to Issue Date
- Arrival at Rotterdam: Friday 08:30hrs - 6 working days prior to Issue Date
- Arrival at Deventer: Friday 12:00-14:00hrs - 6 working days prior to Issue Date

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IMPORTANT

Please see the 'Booking in procedures' at the end of attachment

**GUARDIAN
WEEKEND**

GENERAL: HOST MAGAZINE 292 x 242mm – Portrait

CAPACITY **2016: until further notice** FOR INSERTS IN THE MAGAZINE ARE AS FOLLOWS:

- MAXIMUM THREE.
- THE MAXIMUM CALIPER OF THE HOST MAGAZINE (INCLUSIVE OF ALL INSERTS, TIP ONS, BOUND INS MUST NOT EXCEED 7MM

IMPORTANT:

- ALL INSERTS ARE SUBJECT TO APPROVAL PRIOR TO BOOKING.
- ALL DELIVERIES MUST BE AS PER THE AGREED DELIVERY AND PRESENTATION SPECIFICATION.
- CODED REGIONALISED AND ZONED INSERTS MUST BE NOTIFIED AT THE TIME OF BOOKING.
- FAILURE TO PRESENT CORRECTLY COULD CAUSE REJECTION OR ATTRACT ADDITIONAL COSTS.

LOOSE INSERT SPECIFICATION:

SPECIFICATION:	MINIMUM	MAXIMUM
PAGINATION RANGE	2	48
DIMENSION RANGE (EXCLUDING TRIMS)	148MM DEEP X 105MM WIDE	272MM DEEP X 222MM WIDE

ALL LOOSE INSERTS

- ALL INSERTS MUST BE OF UNIFORM THICKNESS ALONG CLOSED EDGE FOR RELIABLE PICK-UP.
- FILLED ENVELOPES AND INSERTS WITH PERFORATIONS ARE ACCEPTABLE, SUBJECT TO TRIAL AND APPROVAL.
- UNBALANCED PRODUCTS ARE ACCEPTABLE, SUBJECT TO TRIAL AND APPROVAL, PRIOR TO BOOKING.
- GATEFOLD PRODUCTS WITH PAGES LESS THAN OR EQUAL TO 148MM SPINE TO FOREEDGE MUST BE SPOT GLUED.

PAGINATION	MINIMUM	MAXIMUM
2PP	120 GSM	250 GSM
4PP	80 GSM	150 GSM
6PP	60 GSM	150 GSM
8PP - 16PP	48,8 GSM	150 GSM
18PP UP TO 48pp	48,8 GSM	100 GSM

NOTE 1:

WHEN 2PP INSERTS ARE REQUIRED ON PAPER GRAMMAGES OF LESS THAN 120GSM, IT IS IMPERATIVE THAT SAMPLES ARE SENT TO THE PRINTER FOR PRIOR APPROVAL BEFORE INSERTS ARE BOOKED IN.

NOTE 2:

COMBINATION DEPENDENT ON PAPER GRAMMAGE AND PAGE SIZE. WHERE HIGH PAGINATION INSERT COMBINATIONS ARE REQUIRED, THE COMPANY AND THE PRINTER WILL ASSESS FEASIBILITY AND DISCUSS THE BEST WAY OF MANAGING THESE INSERT COMBINATIONS SO AS TO NOT ADVERSLY AFFECT THE PRINTING AND DELIVERY SCHEDULE.

NOTE 3:

IN CASES WHERE AN ADVERTISER WISHES TO RUN AN INSERT WITH A PAGE SIZE ON THE BORDERLINE OF OR EXCEEDING THE MAXIMUM INSERT SIZES SHOWN HEREIN, SAMPLES SHOULD BE SENT TO THE PRINTER FOR APPROVAL BEFORE INSERTS ARE BOOKED IN.

GUARDIAN WEEKEND

BOUND-IN INSERT SPECIFICATION:

IMPORTANT: TRIM SIZE 272MM X 207MM

- ALL INSERTS ARE SUBJECT TO APPROVAL PRIOR TO BOOKING.
- ALL DELIVERIES MUST BE AS PER AN AGREED DELIVERY AND PRESENTATION SPECIFICATION. CODED REGIONALISED AND ZONED INSERTS MUST BE NOTIFIED AT THE TIME OF BOOKING

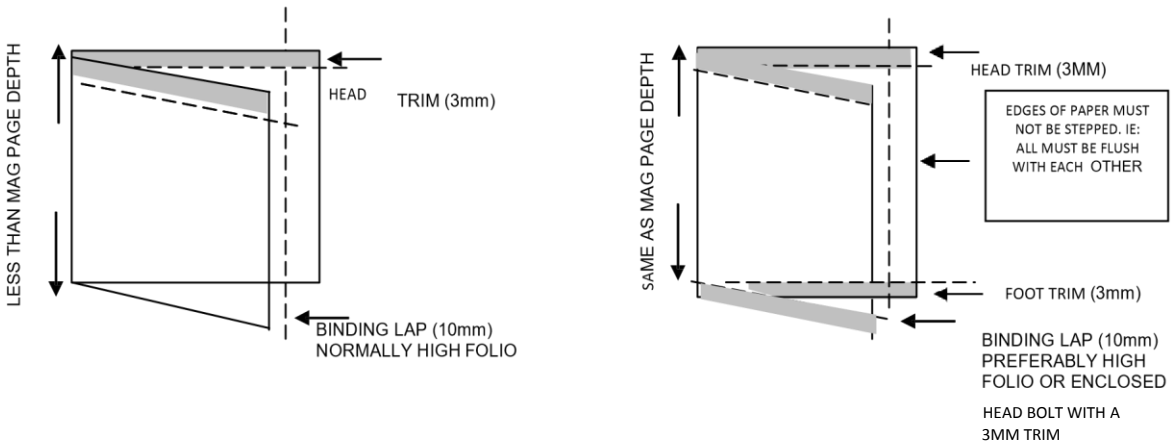
SPECIFICATION:	MINIMUM	MAXIMUM
PAGINATION RANGE	4	32
DIMENSION RANGE (EXCLUDING TRIMS)	105MM DEEP X 105/115MM WIDE SECTIONS COMPRISING MORE THAN 24PP MIN. HEIGHT 148MM	272MM DEEP X 207MM WIDE
TRIMMS	3MM HEAD + 10MM BACK FLAP	3MM HEAD, 3 MM FOOT + 10MM BACK FLAP
POSITION	CENTRE OF HOST MAGAZINE	

- UNBALANCED PRODUCTS ARE ACCEPTABLE, SUBJECT TO TRIAL AND APPROVAL, PRIOR TO BOOKING.
- GATEFOLD PRODUCTS WITH PAGES LESS THAN OR EQUAL TO 148MM SPINE TO FOREEDGE MUST BE SPOT GLUED.
- BOUND-IN INSERTS MUST BE SELF COVERED (I.E. ONE COMMON PAPER GRADE THROUGHOUT).
- ANY INSERT WITH UV VARNISH OR LAMINATE FINISH MUST BE APPROVED.
- IRREGULAR FORMATS INCLUDING FLAPS MUST BE APPROVED.

PAPER WEIGHT	MINIMUM	MAXIMUM
4PP	120 GSM	250 GSM
6PP	90 GSM	250 GSM
8-10PP	60 GSM*	150 GSM
12-14PP	60 GSM*	120 GSM
16-32PP	48,8 GSM	80 GSM
52GSM IMPROVED NEWSPRINT IS ACCEPTABLE		

POSITION:

- CENTER OF MAGAZINE. INSERT WILL BE BOUND AT THE HEAD OF THE PAGE.
- A CLEAR INDICATION OF REQUIRED ORIENTATION MUST BE GIVEN WHEN INSERT IS SUBMITTED FOR APPROVAL.



- TRIM AND LAP SPECIFICATION MUST BE CONFIRMED FOR EACH ISSUE PRIOR TO PRODUCTION OF THE INSERT.
- BOUND IN INSERTS THAT ARE THE FULL DEPTH (292MM) OF WEEKEND MAGAZINE MUST HAVE A FOOT TRIM OF 3MM.
- INSERTS THAT ARE LESS THAN FULL PAGE DEPTH MUST HAVE PRINTED BLEED TO EDGE OF PAPER AT HEAD AND FOOT MUST CARRY A 10MM LAP.
- BOUND IN INSERTS THAT ARE THE FULL WIDTH (246MM) OF WEEKEND MAGAZINE MUST HAVE A FOREEDGE TRIM OF 3MM.

Final Delivery Address: Roto Smeets
Deventer Attn: Expedition Dept.
Industrieweg 5
7418 CD Deventer
Tel: 0031 (0)570 - 694620 / 694654
Delivery between 09.00 & 17.00hrs

All deliveries must be accompanied by a delivery note, this must contain:

- Title of Insert
- Magazine for Insertion Issue Date
- Code Name or Number
- Insert Pagination
- Total Quantity
- Number of Pallets (....Of....)
- Region / Distribution Area if applicable

Roto Smeets reserves the right to refuse deliveries which are:

1. Non checkable against the delivery note, i.e.due to Insufficient Information.
2. Unsafe due to bad Stacking/Packaging or Transportation.
3. Damaged in transit.

**GUARDIAN
WEEKEND**

RSD July 2016



Delivery Specifications for Inserts

This document sets out the delivery specifications for inserts to be processed by Roto Smeets during the Printing, Finishing, and Distribution Channel Preparation stages.

If you have any queries, please contact your Roto Smeets representative.

Administration

Goods / pallets delivered to us must be provided with pallet labels indicating the following information:

- Insert name and coding (where applicable)
- Magazine for which the Insert has to be processed
- Issue number of the relevant magazine
- Total quantity delivered, specified in units per package
- Names of Producer and ultimate client (NOT an advertising agency or printer)

If a number of codes are used to indicate processing for specific magazines / issues, then the Inserts must be delivered separated per coded on clearly marked pallets.

Physical condition

On delivery, Inserts must be packaged so that they are:

- Undamaged
- Flat, not bent and / or curled
- Not sticky or tacky
- In satisfactory condition for processing.

The packaging suggestions below are intended to avoid the above problems. Roto Smeets can accept no liability for any irregularities that may arise either on delivery or during processing of Inserts, even if these prescribed packaging methods have been followed.

Bundeling



Do not strap the bundles to avoid bending or curling. Turns or bundles smaller than 7 cm will incur extra costs.

All copies must be stacked in the same direction, either per turn or per bundle.

Bundles must be well separated, both above and below, and alongside each other.

If stacking is difficult, it may be advisable to use boxes or pallet covers with horizontal and vertical separators.

Boxes / pallet covers



Box with sturdy separators and dividers

Full boxes must be manageable and must comply with Dutch Industrial Health and Safety standards. Boxes must not be dented or damaged.

Where possible, stack boxes staggered (half overlapping) on the pallets.

Pallets



Pallet with shrink film and corner protection

Pallet box with content labels

Pallets must be delivered well packed, with sheet or shrink-film wrapping where appropriate.

Where necessary interleave between the layers and use corner protection.

Inserts and pallet trackers must remain within the pallet edges.

Europallets are preferred as they are exchangeable. Pallet crates will not be accepted. Pallet boxes are an exception.

Printed matter with a UV varnish coating must not be stacked higher than 80 cm. In this case pallets must be clearly marked "Do not stack".