

Construction News

I nserts

- Delivery
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DELIVERY & PRESENTATION

Insert Information

- A delivery note must be provided with the following information relating to the product, and must include :
 - magazine title
 - issue date
 - quantity

If there is no information and, if the driver of the delivery vehicle cannot obtain it, the insert will not be accepted.

Delivery Address

- Wyndeham Heron , The Bentall Complex, Colchester Road, Heybridge, Maldon, Essex. CM9 4NW.

Delivery Times

- Deliveries of inserts must be booked in with the Insert Manager a minimum of 24 hours before delivery. Please contact Steve Meredith on 01621 877777.
- Inserts must be delivered by 16:00 hours on the Friday prior to issue date. Late deliveries will not be accepted into allocated issue date.
- Information regarding the inserts should be supplied to the Customer Service Executive at the time of issuing the first flat-plan.
- Failure to observe delivery times will incur extra charges.

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 25 copies.
- 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.

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.

- Wyndeham Heron will not accept responsibility for shortages.

PLEASE NOTE: - Should we receive a consignment of inserts that we consider to be in an unacceptable condition or without sufficient information, we reserve the right either to not accept delivery or charge for re-stacking etc.

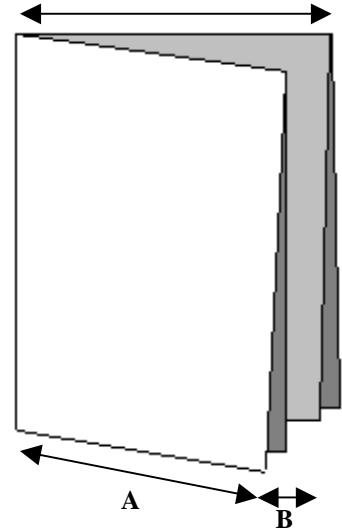
SADDLE STITCHED INSERTS/OUTSERTS

The following is assuming that the product 'knocks' to the head

A = Trim width of magazine plus trim (*minimum* 3mm, *Maximum* 10mm). 292mm + 3mm

B = Lap or lip, of 10mm.

C = A + B



The illustration shows a 4-page to maximum of 32 page saddle stitched insert opened at centre. The head must have enclosed 5mm head bolt so that the feeding head will only open at the centre of the section in order to stitch.

NB If the stitched-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 (427 x 302mm)

- **Minimum/Maximum weight**

- The *minimum* weight: 4 pages of 115gsm material
- The *maximum* weight: is dependent upon size and weight of material (subject to sight)

- **Pagination** – 4pp to 32pp (with enclosed 5mm head bolt)

- **Cutting or Folding** – Any cutting or folding of inserts will be charged accordingly.

- **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.

- It is essential that an example of the insert is sent to the production department for approval prior to printing.

LOOSE INSERTS

- **Maximum Numbers**

The maximum number of inserts we can apply on all saddle stitchers is 4

Depending on the problems incurred with excessive bulk, we cannot guarantee that we can handle 4 inserts at the same time. Where this has created 'football' bundles of such dimensions that handling is impracticable, we reserve the right to reduce the size of the bundle.

- **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 10mm smaller both on depth & width than the magazine

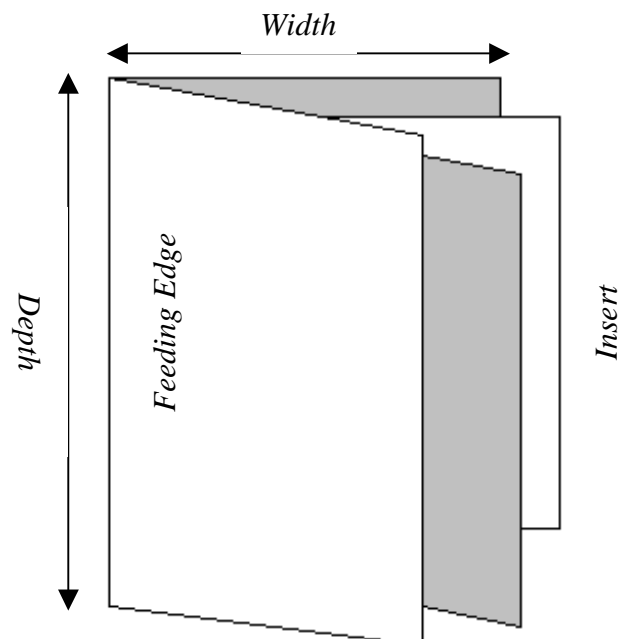
Minimum width: 105mm

Maximum width: 282mm

Minimum depth: 148mm

Maximum depth: 397mm

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).



- No Landscape Inserts
- No Concertina Inserts
- It is essential that an example of the insert is sent to the production department for approval prior to printing.
- Minimum weight of 2pp insert is 115gsm
 - The *maximum* weight: is dependent upon size and weight of material (subject to sight)

