

Inserts & Outserts

Bound-In Inserts/Outserts

Saddle stitched

Max size: 310mm deep x 240mm wide. Min size: 145mm deep x 115mm wide.

Minimum 7mm binding lips required for all items.

On single leaf items, it is essential to have an additional folded binding lip at least 2/3 the width of the full leaf and this 2/3 subject to a minimum of 115mm.

Perfect Bound

Max size: 360mm deep x 305mm wide. Min size: 140mm deep x 100mm wide.

No binding lips required.

Minimum weight for single leaf = 100gsm.

Supplied inserts and outserts are normally bound at the head for both stitched and perfect bound, but binding at the foot is available provided notice is given prior to the platemaking of the brochure into which the item is bound.

Loose Inserts

Max size: 400mm deep x 280mm wide. Min size: 148mm deep x 105mm wide.

The insert must be min 20mm smaller across both axis' than the finished size of the publication into which it is to be inserted.

Min weight for a single leaf item: 100gsm.

No binding lips necessary.

Positions available: At random or immediately inside front or back cover.

Confirmation of position required prior to supply of page files.

Maximum of 5 inserts for perfect binding.

Tip-In Inserts

Max size: 210mm wide x 210mm. Minimum size: 85mm deep x 55mm wide.

Max weight: 280gsm. Min weight: 100gsm.

Number of tip-ins: One.

Can be positioned on the front page of any printed section*.

** Back page of any printed section if the imposition is inverted.*

- Samples are required for approval of all inserts for their compatibility and price to be confirmed prior to printing.
- It is essential before the acceptance of any outsert/insert that the Production Department is advised of the format, number of items and positions required in order that trim margins, binding lips and capacity on the binding lines can be determined.
- We recommend that any proposals be discussed with the Production Department to ensure they facilitate a successful binding.
- Should any inserts or outserts be supplied outside of the above specifications and without prior written consent from Production, additional costs may be incurred.

Presentation of Inserts & Outserts

Bound In Inserts / Outserts

These may be supplied either ram-bundled with stiff end boards in lengths of up to 110cm or bulk packed/stacked on pallets and turned in piles suitable for loading into hoppers, minimum turns of 50's.

Loose Inserts

As above, except that if loose inserts are single leaf only no turns shall be employed. They should be presented the same way up and the same way around.

Binders Overs

Unless otherwise requested, we require 5% binders overs to be supplied over and above the nett production quantity.

All overs will be disposed of 7 days after binding, unless the printer is otherwise instructed in writing.

Pallets / Boxes

All pallets / boxes must be adequately wrapped and protected to avoid damage to the contents and clearly labelled with the following information.

Name of Product
Code of Product (if applicable)
Title of Publication
Publication Date
Quantity

Note: The weight of each individual pallet must not exceed 1,000kgs and must be stacked no taller than 1m total. Health and safety constraints prevent us from receiving pallets secured with metal banding.

Any versions must be kept separate (ie supplied on separate pallets) and clearly marked with a unique version name/code and referenced in any supporting documentation.

Delivery Notes

Delivery Notes must contain the following information:
Name of Advertiser and specification of insert etc.
Quantity delivered and number in each box and / or pallet.
Title of Publication.
Publication Date intended for insertion.

- Please note that deliveries will not be accepted without prior booking and the relevant delivery note presented to our Goods Inward.
- Should any inserts or outserts be supplied outside of the above specifications and without prior written consent from Production, additional costs may be incurred.