

## Loose Insert/Bound & Stitched in Insert Specifications

The following specification applies to loose inserts which are inserted by machine into **A4** magazines.

- Maximum size 190mm wide x 225mm deep
- Minimum size 105mm wide x 148mm deep
- Minimum weight of paper
  - Single leaf: 90gsm
  - Four pages: 80gsm
  - Eight pages: 65gsm

**NOTE:** Folded inserts must have a closed edge if they are to be machine fed, if unsure please supply a sample.

### ***Presentation of Inserts:***

**For efficient production at the bindery, inserts should conform as follows:-**

- Pallets should be wrapped to provide stability and weather protection of inserts.
- Labels must state publication name, month and quantity of inserts / box or pallet.
- Inserts should be stacked in large bundle quantities, not less than 50 per turn.
- Tip-on's / CD's should be boxed, uniformly oriented, and have dividers between layers.
- Inserts in cartons must be unbanded and not turned within the box.
- Inserts must be packed flat with tight folds, no distortions or any curled edges.
- An additional handling charge may be applied if inserts have to be repacked to make them acceptable for production.

***Inserts that do not conform to the above specifications may be rejected if not suitable for mechanical insertion.***