



## Third party insert guidelines

All inserts should:

- Be either A5, A6 or DL in size
- Have a maximum thickness of 190gsm (if inserts are too thick then we cannot insert them as we will be fined)
- Contain an offer
- Include tailored messaging, along the lines of, 'A special offer for graze customers'
- Not include graze's logo
- Include clear Ts&Cs
- Be approved by graze before printing (PDFs required only)

All deliveries should adhere to the following rules -

Booking in:

- Deliveries must be booked in advance (at least 7 to 10 days ahead of the delivery date)

Booking in must be conducted via email and sent to the following addresses:

[dispatch@graze.com](mailto:dispatch@graze.com) and [monika.pigon@graze.com](mailto:monika.pigon@graze.com) ; [edgaras.latviunas@graze.com](mailto:edgaras.latviunas@graze.com)

- Subject line of the email - \*Partner name\* inserts into graze boxes w/c X 2018
- Email content:
- Quantity of inserts being delivered in –
- Number of pallets -
- Number of boxes/cases –
- Size of the insert (A6, DL etc) –
- Photo/PDF of the insert being used –
- Delivery address - Nature Delivered, Springfield Road, Hayes UB4 0TP