

## Specification for Delivery and Presentation of Printed Goods to PCP

March 2021

The objective of the following procedure is to enable PCP to load and unload all items quickly and professionally, whilst incorporating HSE guidelines. Your co-operation is appreciated, and required in enabling us to achieve this.

For PCP to maintain our customer's requirements for production and delivery schedules, we must be able to keep an accurate record and inventory of all stock items. Failure to comply with the following procedure may result in long delays, re-prioritising or unloading timetable, or even refusal of a delivery.

This decision will be made by the discretion of the Despatch/Bindery Manager. Any arrangements or agreements made with other parties or departments, with the exception of the Insert Controller, may not necessarily be honoured.

### Booking Procedure

All deliveries **must** be booked in with the Insert Controller, by telephoning 01952 585585, between the hours of 09.00 – 12.30hrs and 13.30 – 17.30hrs, Monday to Friday. A booking reference will be issued, upon receipt of the following information:

- Insert Title
- Publication to be inserted – **Must** give Title, Issue date/Number
- Quantity of items
- Individual copy weight - Insert size – A4/A5 etc - Number of pallets/Cartons
- Full or part quantity being supplied
- Supplier's name
- Contact telephone number

### **PLEASE NOTE:**

The delivery note **must** be visible and contain all of the above information along with Booking Reference given. Failure to provide all the information could result in the delivery being refused.

### Deliveries

Any inserts/items being delivered to PCP are to be delivered to the following address, unless specified by the Insert Controller or Despatch Manager:

Precision Colour Printing  
Site 2 Goods Inwards  
Haldane  
Halesfield 1  
Telford  
TF7 4QQ

**Deliveries will not be accepted at Reception – there is a sign at the entrance to PCP showing where Site 2 is. Our insert delivery times are between 9am and 4pm Monday to Friday, unless prior agreement has been made with the Insert Controller**

Insert deliveries are to be made on the same day as PDF's are due, but may be arranged to minimize storage.

The quantities stated on delivery notes cannot be verified, and as a result PCP accepts no responsibility for short supply.

## **Insert Specification**

Loose inserts, for inserting into Bound or Stitched titles, must conform to the following specifications:

- Inserts must be a minimum of 10mm shorter on each side of the magazine they are to be inserted into (ie – 20mm smaller on length and width)
- Loose inserts must be a minimum of 5gms in weight
- Single Spine – No concertina folds or other loose edges on the edge to be fed into magazine, unless a sample has been supplied and approved prior to booking in.
- Landscape Inserts – Cannot be accepted unless approved in writing prior to booking in
- We can accept a maximum of 5 inserts – including a carrier sheet (is applicable) to be machine fed; any additional inserts supplied will require hand feeding and will be subject to approval and additional charges
- The maximum thickness of any single loose insert is 7mm on the leading edge; any inserts thicker than this should be submitted for approval
- Inserts should not contain any perforations
- If a sample is supplied, and is unable to be machine fed, the insert will be hand inserted, and the relevant charges applied.

All inserts falling within the above specifications are subject to final approval on sight of supplied product.

Any inserts outside of these specifications must be submitted for approval prior to booking in and may be subject to additional charges; if inserts are supplied outside specification without prior agreement then PCP reserves the right to make additional charges or even refuse the inserts if they cannot be enclosed.

## **Palletised Items**

As PCP operates a High Bay Racking System, all deliveries must be on high quality pallets, weighing no more than 1 tonne/1000kgs in total, and be no taller than 1.1 metre/110cms (including the pallet). Pallets should be either 1200mmx1000mm, or 1200mmx800mm, be 4 way entry and be able to be safely stored in a High Bay Racking System.

We do not operate a pallet return service. If this is required, it is to be requested at the time of booking in, not when the delivery is made.

In the event that an insert is supplied as multiple versions – code change/month etc. each different version MUST be supplied on separate pallets, and labeled accordingly.

Each pallet must be clearly labeled with the quantity and description of goods enclosed. Each pallet must be numbered accordingly – pallet 1 of 2, 2 of 2 etc. All items should be contained within the pallet area. Pallets should be securely wrapped, with either pre-stretch or cling. If strapping is used, it should be across the length and width, and a substantial pallet top board, the same dimensions as the pallet should be used. No metal straps are to be used. There must be no overhang on the pallets.

Badly wrapped/stacked pallets will be refused, with photographic evidence.

## **Bulk Packed**

All items should be packed with minimum turns of 100mm. All items should be uniformly stacked within the pallet area, with an interlocking tie sheet between each layer. If bundles are strapped, ensure there is no damage to the items, and turns are in minimums of 100mm.

A sample of the insert is to be placed on the outside of each pallet, or carton if they are not palletised.

## **Carton Packed**

If at all possible, please supply bulk packed on pallets but for any items that are carton packed should be packed with minimum turns of 100mm. Each carton must be clearly labeled with insert title, quantity, magazine issue to be inserted into, and numbered accordingly – box 1 of 2, 2 of 2 etc. The weight limit for each carton is 10kgs, and all cartons must be consistent in size. When stacked on pallets, there must be a tie sheet between layers. The Palletised Items wrapping spec is applicable to carton packed products being supplied on pallets.

## **Acceptance and Inspection**

All deliveries must be accompanied by a detailed delivery note, as specified earlier in this procedure, which will be subjected to an inspection to ensure all items are clearly marked, securely wrapped, evenly loaded and not damaged. Where damage has occurred, photographic evidence will be provided, along with an estimate of further handling charges. Where damage is deemed excessive, the load will be refused.

PCP reserves the right to refuse any goods which are deemed to not conform to this document, especially if there is a compromise to the Health and Safety of any individuals. Our Customer will be notified as soon as possible of non-conformance. Any delay to production caused by non-conformance will be wholly at our customer's liability

## **Overs**

Please supply a quantity of overs for production as below:

Bound inserts – 750 copies for make ready, plus 2% running waste

Loose inserts – 2% for make ready and running waste

All remaining items after insertion will be disposed of regardless of quantity unless previously agreed with your customer. If an insert is supplied for more than one issue, the items must be on separate pallets, which must be clearly labeled, as must the delivery note.

A storage charge of £5.00 per pallet per week will be imposed on any overs requested to be kept.

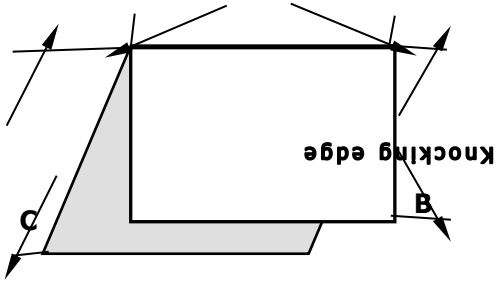
## **Stitched and Bound Inserts**

Please see following diagrams for guidance on Stitched and Bound Inserts.

**If any element of this procedure is not adhered to, PCP reserves the right to refuse delivery**

## Saddle stitching

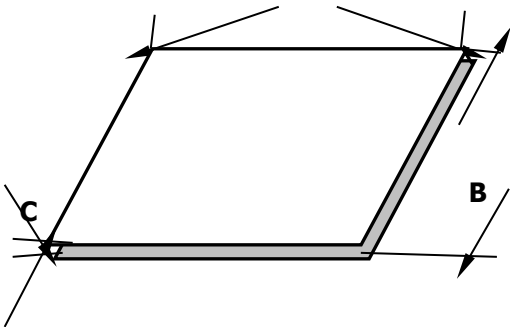
### Bound Insert/Outsert



	Max	Min
<b>A</b>	Finished main product size PLUS Head/Foot trim allowance	110mm PLUS trim off to match main product
<b>B</b>	Untrimmed main product size	115mm (75mm IF <b>C</b> is over 115mm)
<b>C</b>	Dimension <b>B</b> PLUS 8mm	Dimension <b>B</b> PLUS 8mm
<b>Insert Thickness</b>	64pp on 50-55gsm stock	4pp on 80gsm

## Perfect Binding

### Bound Insert



	Max	Min
<b>A</b>	Untrimmed main product size PLUS head/foot trim offs	140mm PLUS trim to match main product
<b>B</b>	Untrimmed main product size PLUS foreedge trim off PLUS 3mm spine rub	140mm Including grind off
<b>C</b>	4mm	2pp