

Mediacard

for inserts

Stitched products
Perfect bound products
Packing and delivery
instructions for inserts

STITCHED PRODUCTS

Stitched inserts

Placing	in central opening	
Size	min	115 x 200 mm
	max	the size of the magazine
Material	for 4 pp inserts:	min 100 g/m ² max 250 g/m ²
	for 6-16 pp inserts:	min 80 g/m ² max 200 g/m ²

Selectivity supported *

For ready inserts delivered by the customer an additional 4 mm should be added to head, bottom and trim side of the insert for trimming for full page size inserts.

The required additional 4 mm should be added to head for inserts smaller than full page size.

For less high products head allowance might be different. Check with your contact person.

Head of the inserts should be closed.

Glued inserts

Placing	glue stripe inserts on 1 st page of the signature except 1 st signature 6 mm from spine, 20 mm from upper edge, 10 mm from lower edge 1-2 inserts*	
Size	min	60 x 80 mm*
	max	210 x 210 mm (or 20 mm less than product's width)
Material	for 2 pp inserts:	min A6 170 g/m ² , A5 130 g/m ² ; max 250 g/m ²
	for 4-8 pp inserts:	min 100 g/m ² max 250 g/m ²
	for inserts over 8 pp:	min 60 g/m ² max 80 g/m ²

sachets seam to bear 1000 kg weight, seam 5-6 mm wide
max thickness 2 mm (depending on the material)
max weight 20 g

Selectivity supported *

A layout indicating the positioning required must be supplied. However, a precise position cannot be assured as a tolerance of ±4 mm can be expected. Occasionally it may be necessary to position the insert differently to the customer's requirements. On such occasion customer will be informed and new proposal for positioning will be presented.

Loose inserts

Placing	inside the main product, which is min 16 pp inserts fed into the publication spine parallel to the spine of the main product max four inserts inside magazine in one non-specific place	
Size	min size A6 (105 x 148 mm)	
	max size 20 mm smaller in height and breadth than the product	
	max thickness 2 mm	
Material	for 2 pp inserts:	min A6 170 g/m ² , A5 130 g/m ² ; max 250 g/m ²
	for 4-8 pp inserts:	min 100 g/m ² max 250 g/m ²
	for inserts over 8 pp:	min 60 g/m ² max 115 g/m ²
	max pagination	64 pp (=paper max 50 g)

Selectivity supported *

additional loose inserts can be added on packaging line together with polybagging

Addressing

ink-jet
selectivity management *
address on the back cover, printed horizontally *

Bundles

max 250 mm high
cross-string
also shrink-wrapped bundles *

* Due to difference of the stitching lines check instructions for specific product with your contact person.

PERFECT BOUND PRODUCTS

Bound inserts

Placing	between sections	
Size	min	140 x 160 mm
	max	size of the main product
Material	paper thickness recommendation for a single leaf full page sized insert 150 g/m ² , min thickness 115 g/m ² , (for A6 170 g/m ²), max 250 g/m ²	
	for 4-8 pp inserts:	100-200 g/m ²
	over 8 pp inserts:	60-100 g/m ²

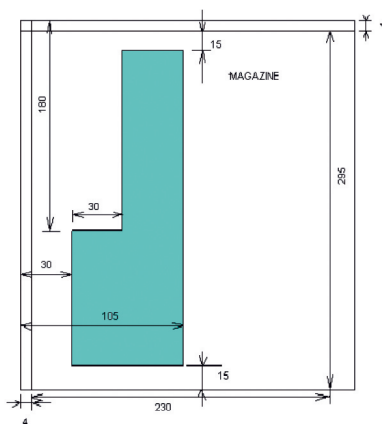
For ready inserts delivered by the customer the following additional allowance must be made:
 - an additional 4 mm should be added to all sides for trimming and milling for full page size inserts
 - the required additional 4 mm should be added to head and spine for inserts smaller than full page size
 For less than 297 mm high products head allowance might be different. Check with your contact person.

Glued inserts

Placing	glue stripe inserts on 1 st page of the signature except 1 st signature 2 inserts placing according to the picture below	
Size	min	60 x 80 mm or 80 x 60 mm
	max	150 x 250 (depends on positioning)
	for 2 pp inserts:	min A6 170 g/m ² , A5 130 g/m ² , max 250 g/m ²
	for 4-8 pp inserts:	min 100 g/m ² max 250 g/m ²
	for inserts over 8 pp:	min 60 g/m ² max 80 g/m ²
	sachets seam to bear 1000 kg weight, seam 5-6 mm wide max thickness 2 mm (depending on the material), max weight 20 g	

A layout indicating the positioning required must be supplied. However, a precise position cannot be assured as a tolerance of ±4 mm can be expected. Occasionally it may be necessary to position the insert differently to the customer's requirements. On such occasion customer will be informed and new proposal for positioning will be presented.

Left lower corner of the card should be within the marked area.
 Glue is usually located in the middle of the card.
 Max distance of glue stripe from the spine is 115 mm.



Loose inserts

Placing	inside the main product inserts fed into the publication spine parallel to the spine of the main product max four inserts inside magazine in one non-specific place	
Size	min	A6 (105 x 148 mm)
	max	20 mm smaller than the product in width and height
	max thickness	2 mm
Material	for 2 pp inserts:	min A6 170 g/m ² , A5 130 g/m ² , A4 115 g/m ² ; max 250 g/m ²
	for 4-8 pp inserts:	min 100 g/m ² max 250 g/m ²
	for inserts over 8 pp:	min 60 g/m ² max 115 g/m ²
	max pagination	64 pp (=paper max 50 g)
	additional loose inserts can be added on packaging line together with polybagging	

Addressing

ink-jet, on back cover, printed horizontally

Bundles

max 250 mm high, cross-string, also shrink-wrapped bundles

PACKING AND DELIVERY INSTRUCTIONS FOR INSERTS

Delivery time

All incoming goods are to be pre-booked with your contact person. Inserts should be delivered to the warehouse not later than four days, but not earlier than 14 days before scheduled production with a prior notice to your contact person.

Inserts should be delivered to the place of binding. Check the address with your contact person. A forwarding and transport charge of € 250 is charged for further shipping of inserts delivered to the wrong address.

Delivery Notes

All incoming inserts should be accompanied by a delivery note clearly indicating the following information:

- Name of the magazine/magazines and issue number(s)
- Name of the insert
- Possible code/version
- Total number of copies
- Number of copies on the pallet
- Number of pallets
- Supplier's name and address
- Contact person at Printer's and phone number

Inserts containing different codes should be packed on different pallets.

Delivery address depending on bindery:

Hansaprint Artukainen	or	Hansaprint Vantaa
Artukaistentie 10		Myllynkivenkuja 4
20240 Turku		01620 Vantaa
FINLAND		FINLAND

Documents

Consignments with inserts for magazines exported from printer further to non-EU countries should contain also a proforma indicating besides above mentioned information the value per copy and total value of the inserts. Proforma should be faxed to the attention of your contact person prior to delivery.

Consignments with inserts incoming from non-EU countries should contain a note "FOR INWARD PROCESSING" in accompanying documents. Delivery of these inserts preferably by DHL, or should be readdressed to DHL. These inserts should be first delivered for customs clearance to DHL, Rautatehtaankatu 3, 20200 TURKU for attn. of Maaret Halsas, tel +358 20 533 4206, fax +358 20 533 4321.

Packing

Inserts should be packed loose on pallets with minimum number of turns possible.

Preferable, not less than 50 and definitely not less than 25 inserts per turn.

Plastic straps or bands, shrink-wrap or paper not allowed.

Load inserts on a pallet so that they do not protrude over the edges of the pallet, the outer edges of the bundles should not be bent. Outer edges and corners must be on the same level in each layer, any extra space should be left inside the pallet.

Pallets should be packed to guarantee safe transportation. Delivery on one-way Euro pallets.

Small inserts, which are difficult to load on a pallet, should be packed neatly into cartons; remember to pack them consistently in the same direction in every carton.

Product samples (sachets) should be packed in cartons vertically, all in the same direction, with cardboard between layers and rows.

Type and form of the inserts delivered should ensure proper and immediate processing without additional manual preparations.

Inserts should be of the same size.

Inserts with bent corners or creases, as well as blocked by fresh ink, electrostatically charged or wet cannot be processed.

Handling of badly or incorrectly packed inserts or inserts, which have been damaged during transportation, as well as any reduction in production efficiency are subject to an additional handling charge.

Charge for inventory, itemising, organising and handling of inserts is 40 €/h.

Detected problem will be given a notice immediately.

Summary

On completion of the production run possible overs will be returned to the warehouse and customer will have 7 days to advise on them. Customer will take care of the costs arising from return or disposal of those overs.