

PACKPOST SOLUTIONS

BOOKING IN PROCEDURE & INSERT

SPECIFICATION

Packpost Services has the facility to store approx. 500 pallets on site at Aylesbury.

Due to the nature of the work we complete, we endeavour to hold overs of the magazines until the following months issue is mailed.

With regard to inserts – we aim to have any overs of these moved or recycled within 48 hours of job completing. We can however, with prior agreement, store for longer should the need arise.

All items should be delivered to:

Trudy Marshall
Packpost Services
Griffin House
Griffin Lane
Aylesbury
Bucks
HP19 8BE

All items should be booked in prior to delivery. Please call “Booking In” on 01296 487493

Booking/Delivery Times: Monday to Friday 07.30 – 20.30

Insert Specification

Inserts to be included in any of The NMC Titles should always be “no larger” than the title itself, and if not a single sheet should always have a closed leading edge.

Maximum Weight	200gsm
Minimum Weight	80 gsm

Pallets should detail the title, quantity and issue that they are to be included in. Along with any applicable insert codes. They should also contain details of the name, address and contact of the supplier.

All inserts should be accompanied by a delivery note clearly stating the name and date of publication and also detail of specific marketing codes if any.

All inserts unless over 100gms in weight should be boxed and palletised. Each box should be clearly labelled for the title and publication date that it is being enclosed in to.

Items that weigh over 100gms should be strapped and palletised and turned in a minimum of 25's. The pallets should then be securely shrink wrapped and cross strapped. Individual bundles should not be shrink wrapped.

Inserts should be packed so as to ensure that they are totally flat and free from curl. If supplied on pallets, care needs to be taken to ensure that the pallet strapping is not too tight so as to distort the top and bottom layers on the pallets. They should not be supplied in polythene shrunk wrapped bundles.

If the inserts are “turned” then the turns should be of a sensible quantity so as to be easily accommodated in a handful, and turns should not be inconveniently small.