

Delivery address for Wyndeham Roche

Wyndeham Roche
Victoria Business Park
Roche
St Austell
Cornwall
PL26 8LX

Inserts must be booked in prior to delivery with Graham Frise – 01726 892 495

Deliveries will be accepted between 9am and 4pm Monday to Friday.

Please provide the following when booking inserts in:

- Insert name
- Title/issue it is for
- Quantity
- Delivery date
- A contact telephone number
- Quantity of boxes/pallets
- Insert weight

Wyndeham Web

QS3 Insert Specification

Authorised by:

Group SHEQ Manager

Dated: July 2012

Issue Number: 17

Uncontrolled Copy

1.DELIVERY.

1.1 DELIVERY TIMES

The delivery of inserts should normally be made between the hours of 0800 and 1600 Monday to Friday. All deliveries should be pre-booked through our Insert Clerk or the Bindery/Warehouse Manager at the relevant Wyndeham site.

No insert should be received less than 48 hours prior to the binding date.

1.2 DELIVERY NOTES

Every pallet should have a clear identification label and all deliveries of inserts, etc. must be accompanied by a delivery note which clearly states:

- a. The name of the publication in which the insert is to be used.
 - b. The publication date and/or issue.
 - c. The insert's name.
 - d. Any applicable insert code number.
 - e. The quantity of inserts delivered.
 - f. The total number of pallets and/or boxes supplied.
 - g. The name and address of the supplier and/or printer of the insert.
 - h. State type (loose or bound/stitched in)
- All part deliveries must be accompanied by individual delivery notes.
 - Inserts that are to be used for different issues/publications should be supplied on separate pallets, and appropriate quantities stated on the delivery notes.

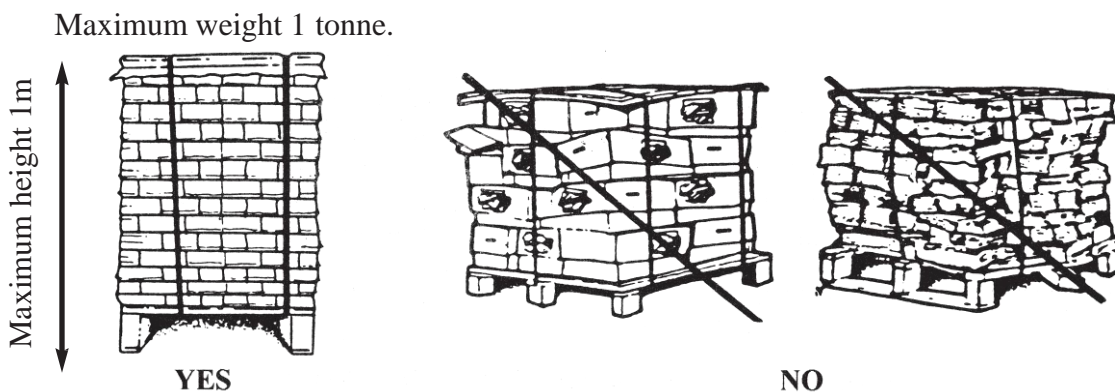
As we are unable to physically verify the quantity of any inserts delivered to us, the quantities stated on the delivery notes will be taken at face value. Consequently, if at a later stage it is found that the quantities stated on the delivery notes are incorrect we cannot be held responsible for any subsequent shortfall.

Deliveries of inserts which are not accompanied by a delivery note may be rejected at the factory unless suitable information can be obtained at the time of delivery.

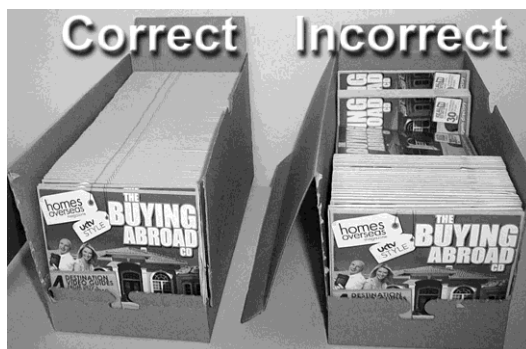
1.3 PRESENTATION ON DELIVERY

Inserts that are not presented according to the following guidelines will not be accepted.

- a. Inserts should be delivered correctly stacked on pallets.



- b. All pallets used must be in good condition in order to allow them to be double stacked.
- c. All pallets must be adequately wrapped to ensure that the load is stable and that the inserts are suitably protected during transit in order to prevent damage.
- d. Inserts which are stacked loose on pallets must be presented with the minimum number of turns possible. This should not be less than 50 inserts (or 125mm) per turn.*
- e. If an insert is not suitable for palletisation, due to its shape or size, then it should be packed neatly into cartons. If cartons are used, then the weight of each carton should not exceed 9.0 Kg.
- f. All inserts supplied in cartons must be presented “unbanded” and stacked all in the same direction (e.g. no turns). Cartoned inserts should be delivered correctly presented on pallets.



- g. No inserts should be delivered in shrink wrapped packs.
- h. Each pallet, or unpalletised box, of inserts should display a sample of the insert together with a suitable label which states the name and date of the publication, the quantity of the inserts contained on the pallet or in the individual box, title of insert and applicable insert code/number

Inserts which are badly or incorrectly packed or presented will be subject to an additional handling charge or rejected

1.4 NOTIFICATION OF RECEIPT

When an insert is accepted into our factory we undertake to notify our customer of their receipt as soon as is reasonably practicable. This notification will normally be made in writing and accompanied by samples of the insert supplied. Occasionally notification may be made by telephone or fax due to the time constraints of the publication concerned. Where this is the case, confirmation of the receipt and samples of the inserts will be sent thereafter.

2.LOOSE INSERTS

Our binding lines can only insert a certain number of loose inserts and subsequent additional inserts will require hand insertion at extra cost and will necessitate extra production time. Prices for hand insertion are available on application

The following applies to all loose inserts:-

- a. All loose inserts should be at least 20mm smaller than the trimmed depth of the magazine and 30mm smaller than the width

* Please see separate specifications for inserts being run on Peterborough's Ferag stitching line (see page 13)

- b. The minimum thickness of a single sheet loose insert should be no less than **150gsm**.
- c. It is not possible to machine insert a concertina folded insert.
- d. All loose inserts of 4 pages or more are fed into the publication spine first.
- e. The pagination of an individual loose insert should be no more than 8 pages. Any insert that is in excess of 8 pages will be classified as a booklet and will incur additional charges.
- f. The minimum size of a single loose insert should be 148mm and **105mm**. A5 if static mailed
- g. For small paginated publications, please refer to the relevant factory to agree on the number of inserts to be incorporated.
- h. It is important that inserts are produced on material that can be fed on our binding lines and that does not curl or stick together.
- i. Static nailed inserts can be applied to the first page of all text sections, except section 1. Please note that each insert will reduce number of feeders available by 1. However, availability should be discussed with the relevant factory.

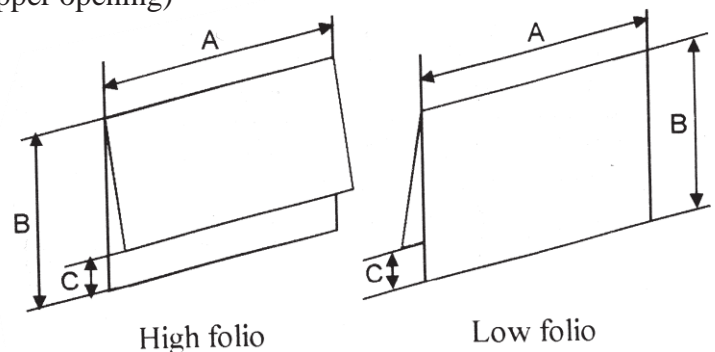
2.3 SADDLE-STITCHED BOUND-IN INSERTS AND BOUND OUTSERTS*

Saddle stitched bound-in inserts and bound outserts should have a minimum of 4 pages to a maximum of 32 pages. All bound-in inserts and bound outserts over four pages must have a closed head or tail as appropriate to the way in which the publication in question is to be bound.

The standard formats for bound-in inserts and bound outserts are as follows:

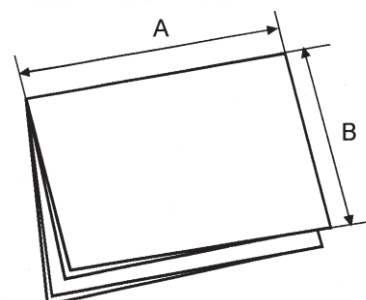
- a. Signatures with a high or low folio lap (gripper opening)

	maximum	minimum
A	480mm	155mm
B	325mm	115mm
C	18mm	6mm



- b. Closed signatures without lap (vacuum opening)

	maximum	minimum
A	440mm	155mm
B	300mm	115mm

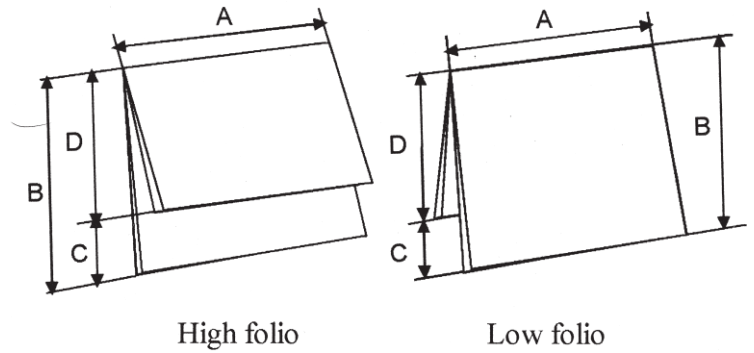


* Please see separate specifications for inserts being run on Peterborough's Ferag stitching line (see page 13)

c. Closed signatures with low or high folio lap (gripper/vacuum opening)

	maximum	minimum
A	440mm	155mm
B	300mm	115mm
C	-	6mm
D	-	100mm*

* depends upon product weight.

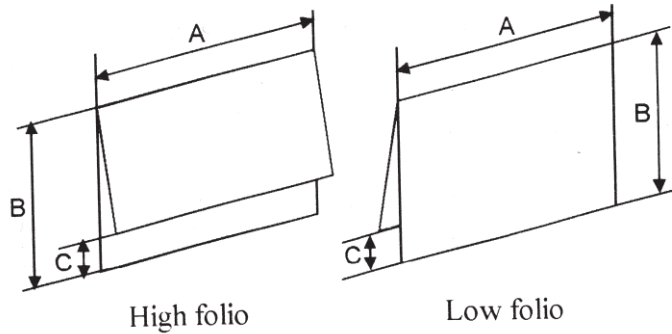


These standard formats allow for manual or automatic feeding on our binding lines

Smaller size signatures for bound-in inserts and bound outserts require hand feeding which may result in slower running speeds on our binding lines. Where slower running speeds result, an additional charge will be incurred. The formats for small size items are as follows:

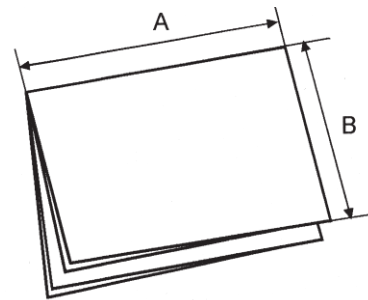
a. Signatures with a high or low folio lap (gripper opening)

	maximum	minimum
A	155mm	95mm
B	325mm	115mm
C	18mm	6mm



b. Closed signatures without lap (vacuum opening)

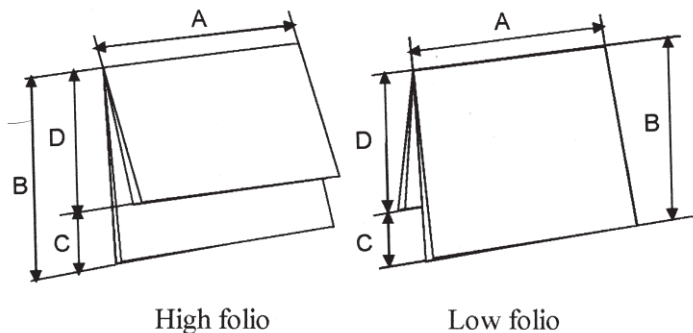
	maximum	minimum
A	155mm	95mm
B	300mm	115mm



c. Closed signatures with low or high folio lap (gripper/vacuum opening)

	maximum	minimum
A	155mm	115mm
B	300mm	115mm
C	-	6mm
D	-	70mm*

* depends on product weight.



2.3 SADDLE-STITCHED BOUND-IN INSERTS AND BOUND OUTSERTS (CONTINUED)

An additional allowance must be added to the foredge, head and tail as a trimming allowance for bound-in inserts which are at maximum product size. The size of the allowance is dependant upon the particular publication requirements and should be obtained from the factory prior to the inserts being printed.

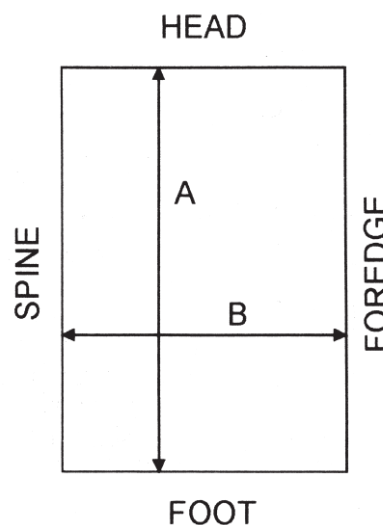
2.4 PERFECT BOUND BOUND-IN INSERTS

The size constraints for bound-in inserts on perfect bound products are as follows:

	maximum	minimum*
A	Trimmed Size	150mm
B	Trimmed Size	120mm

* Please refer to individual factories for minimum size for landscape inserts.

Please note: Landscape inserts will incur additional charges.



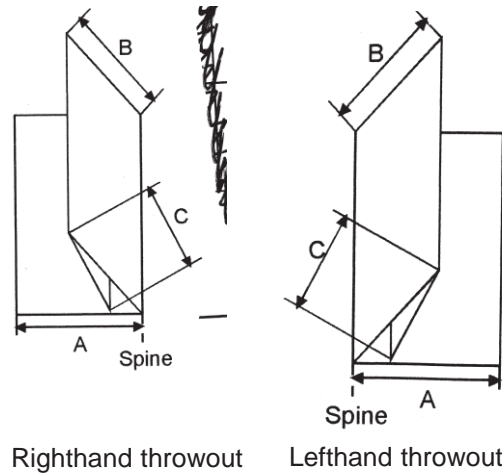
The following additional allowances must be made with bound-in inserts for perfect binding:

- a. An additional 3mm must be added to dimension B at the spine edge for milling.
- b. An additional allowance must be added to the foredge, head and tail as a trimming allowance for bound-in inserts which are at maximum product size. The size of the allowance is dependant upon the particular publication requirements and should be obtained from the factory prior to the inserts being printed.
- c. For inserts that are not maximum product size an additional head or tail trim, as appropriate, must be added
- d. All 'subject matter/text' must be at least 6mm from any trimmed edges.
- e. Minimum single leaf thickness of any perfect bound-in insert should be no less than 150gsm and no more than a maximum of 350gsm.
- f. As a consequence of normal Binding Line waste tolerances we advise a suitable supply of overs for Bound-In Inserts.
- g. Multi pagination Bound-In Inserts must be supplied ram bundled or they will incur extra charges.

2.5 FEATURED SECTIONS

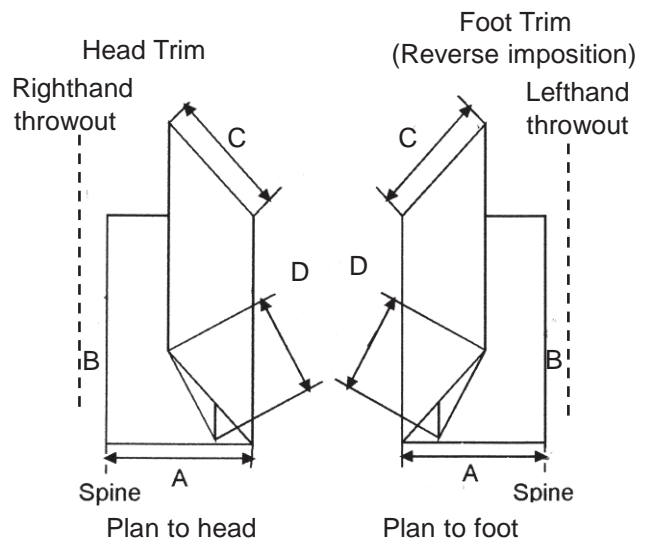
a. The following is the basic format for featured sections incorporated in saddle stitched publications:

	Trimmed size
A	Trim Allowance (plus 5mm)
B	Folding Allowance (minus 10mm)
C	Additional Folds (minus 5mm)



b. The following is the basic format for featured sections incorporated in Perfect Bound publications.

	Trimmed size
A	Bound Leaf (-5mm)
B	Grind Off (+3mm)
C	Folding Allowance (A-15mm)
D	Additional Fold (C-5mm)



Please note:

The difference between A and C must be a minimum of 15mm + 3mm milling allowance = 18mm, but no more than 22mm

2.6 MECHANICAL GLUED INSERTS (subject to machine availability)

Due to the nature of mechanical glued inserts, it is imperative that samples of the insert are sent to the appropriate site at least four weeks prior to binding to enable trials to take place. This is to ensure that the spot glued insert can be run efficiently and the publisher is informed of any additional charges which may be necessary due to slower running of the binding lines.

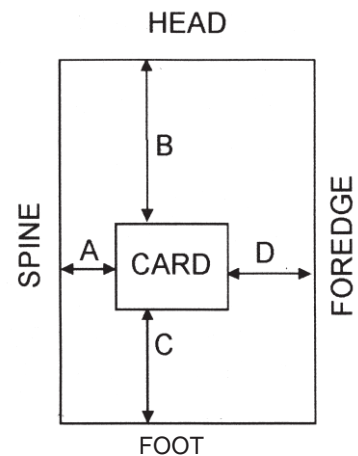
a. Size of the insert

* For a Muller Corona Binder the insert is applied onto the page at 180° to the specification detailed - please refer to the factory.

	Saddle Stitched Products		Perfect Bound Products (*)	
	Maximum	Minimum	Maximum	Minimum
Width	210mm	80mm	225mm	100mm
Depth	210mm	60mm	300mm	60mm

b. Position of insert on page.

	Saddle Stitched	Perfect Bound
	Minimum	Minimum
A	20mm	40mm
B	25mm	35mm
C	30mm	35mm
D		40mm



A movement tolerance of 10mm in any direction must be allowed for in the positioning of spot glued inserts in both perfect bound and saddle stitched products

c. MECHANICAL GLUED INSERTS: FURTHER SPECIFICATIONS

- Card glued products cannot be applied to covers*.
- It is not recommended to print an exact position requirement on the desired page such as a dotted line etc., due to the above stated tolerance requirement.
- *In most cases it will not be possible to apply card glued products to the front of section 1, however it may be possible with certain products, and you should check with us prior to production of any product.
- It may be possible to apply sachets in certain circumstances depending on size, position of product and supplied burst proof tested to 1.5 tonnes. In every instance a trial would need to be completed before we could confirm it's runability.
- No concertina folded products can be applied.
- 4pp, 6pp and 8pp products can be applied provided that there is a closed/folded edge to feed from. You must however check with us to ascertain if the product can be applied landscape or portrait.

Please note: In the event of an out of specification insert being used an additional charge will be made as a result of reduced running speeds on our high speed binding lines.

Customers will be advised of any additional costs before proceeding with the run.

d. PRESENTATION

Presentation of all tip-on products should be boxed with the product facing all in one direction and dividers used when necessary.

e. PAPER/PRODUCT SUBSTANCE

- Minimum = 150gsm It may be possible on certain products to
- Maximum = 350gsm apply heavier weights, please check with us.

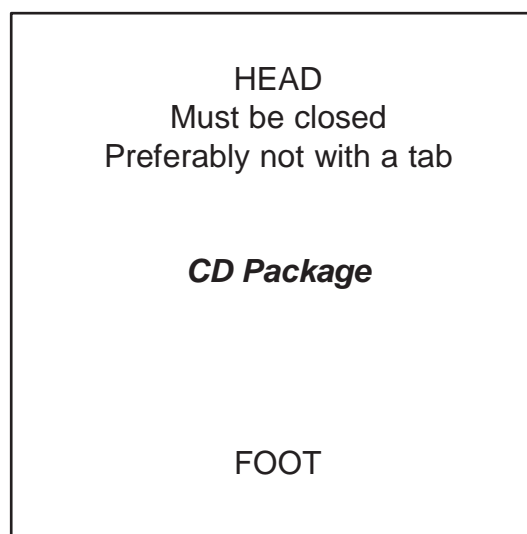
f. POSITIONING GUIDE/ REQUIREMENTS

- A layout indicating position required and product size must be supplied in all instances prior to the production of your product.
- Card glued products can be applied to:-
 - The front of sections in normal imposition (knock to head)
 - The rear of sections in reverse imposition (knock to foot)

2.7 CD TIP-ON

The following guidelines are to be applied when supplying CD disks to be tipped-on:-

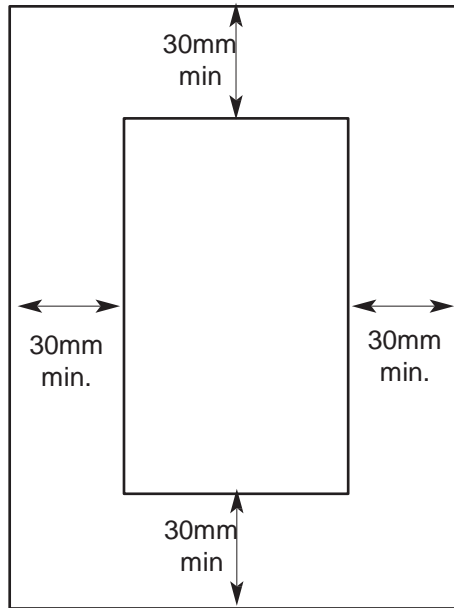
1. The package used for the CD to be added as a tip-on should be as follows:-
 - Closed at the edge to be used for feeding on the stitching line. When the CD is put into the magazine to fall on a page towards the back, the packaging needs to be closed at the head (top)
 - No edge is to be open. Where tabs are used to seal an open edge this should not be the feeding edge. If the edge is the feeding edge, it will at best result in a reduction in the running speed or at worst mean that we cannot tip-on the CD.



- Any tabbed edge must be at the side of the pack and not at the head or the foot. We can only accept perforated tabs if samples are provided for a trial; a minimum of 100 samples.
 - Card wallets must be finished with a coating, e.g. UV varnish, to aid removal of the CD from the page.
2. The package for the supply of the CD packs to be used should be:-*
 - In cartons.
 - No turns (all the same way up in the carton)
 - Cardboard interleaves between the layers and/or rows of CD packs within any box.
 - Cartons must be presented on a pallet/s.
 3. A spoilage allowance of at least 1.5% of the total quantity required should be supplied.

* Please see separate specifications for inserts being run on Peterborough's Ferag stitching line (see page 13)

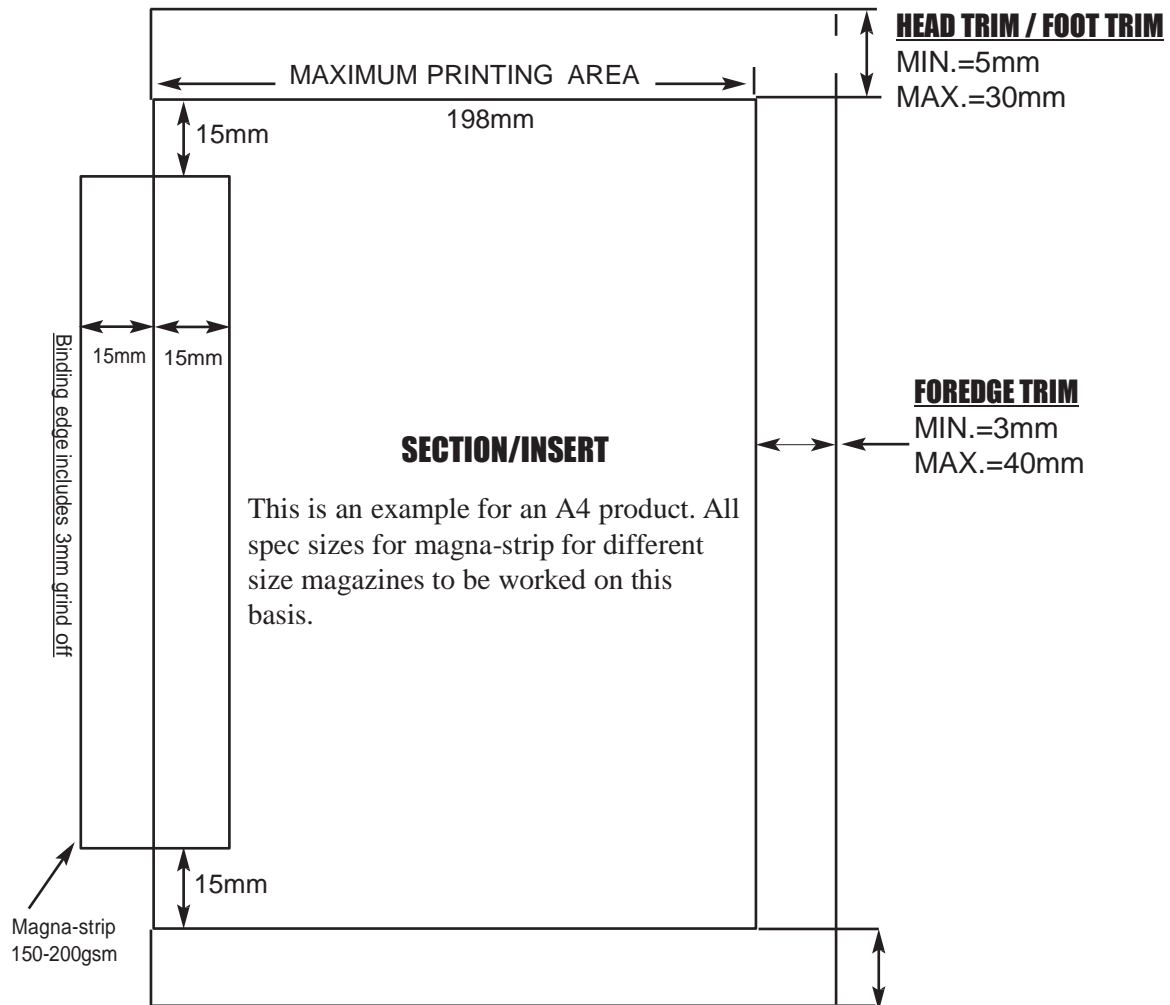
2.8 STATIC NAIL INSERTS



(Diagram not to scale)

2.9 MAGNA-STRIP SPECIFICATION

1. The magna-strip should be 30mm shorter than the product, i.e. 15mm from the head – 15mm from the tail, of the finished size.
2. The magna-strip should have 15mm stuck to the insert product and have 15mm overhang (binding edge), this includes minimum grind off allowance of 3mm. Minimum and maximum overhang is 13–17mm. The weight of the strip should be 150–200gsm.



3. The magna-strip should NOT be applied to UV or laminated covers, unless a trial has been done to ensure the magna strip is strong enough to stay on the product when in production.
4. The magna-strip is not to exceed 36pp including a cover unless a trial prior to the run has been agreed, anything above this pagination could generate a slower running cost.
5. The magna-strip should be presented in bundles of a minimum 100's with one turn 50-50, and a maximum of 200's turned in either 100's or 50's. If turned in less this would accrue an extra cost (minimum 1 extra person).
6. If the magna-strip is perforated prior inspection is required.
7. Magna-strip inserts will incur an additional charge for binding in.

3. FERAG SPECIFICATION PETERBOROUGH

3.1 MAGAZINE SECTIONS

Uncut Sections

Maximum	420mm	310mm
Minimum	258mm	195mm

Cut Sections

Maximum	400mm	290mm
Minimum	250mm	190mm

- Please note: a minimum of 4mm must be trimmed off both the head and foot plus 5mm off the foredge.
- A maximum of 30 mm can be trimmed from the head and foot and 40mm from the foredge.

3.2 BOUND INSERTS/OUTSERTS

Bound inserts and bound outserts should have a minimum of 4 pages to a maximum of 32 pages. All bound-in inserts and bound outserts over 4 pages must have a closed head or foot as appropriate to the way in which the publication is bound.

	Maximum	Minimum
Depth	Full size of Magazine	95mm
Width	Full size of Magazine	110mm
Lap	12mm	8mm

- The minimum 'guard leaf' must be 110mm.
- For bound-in gatefolds and other such items please supply specification and/or samples for approval to be given.

3.3 LOOSE INSERTS

We can insert up to 10 loose inserts on the Ferag. However please consult your production controller should your requirement exceed 6. The total thickness of the inserts must not exceed a total of 10mm 'pressed'. The maximum height of the magazines bundled must not exceed 300mm.

The following applies to all loose inserts:

- a. All loose inserts should be 15mm shorter than publication at both head and foot and 20mm shorter on the foredge.
- b. The minimum thickness of a single sheet loose insert should be no less than 150gsm.
- c. It is not possible to machine insert a concertina folded insert.
- d. All loose inserts of 4 pages or more are fed into the publication spine first.
- e. The pagination of an individual loose insert should ideally be no more than 32 pages. However upon consultation inserts could be accepted up to 96 pages.
- f. The minimum size of a single loose insert should be 115x105mm.
- g. A 32 page publication is the minimum pagination we can loose insert into.

3.4 MECHANICAL GLUED INSERT

Due to the nature of spot glued inserts it is imperative that samples of the insert are sent to the site at least four weeks prior to binding to enable trials to take place. This is to ensure that the spot glued insert can run efficiently and the publisher is informed of any additional charges which may be necessary due to slower running of the line. The following data is supplied as a guideline for publishers wishing to incorporate spot glued inserts into their publications.

	Minimum	Maximum
Width	85mm	210mm
Depth	60mm	210mm

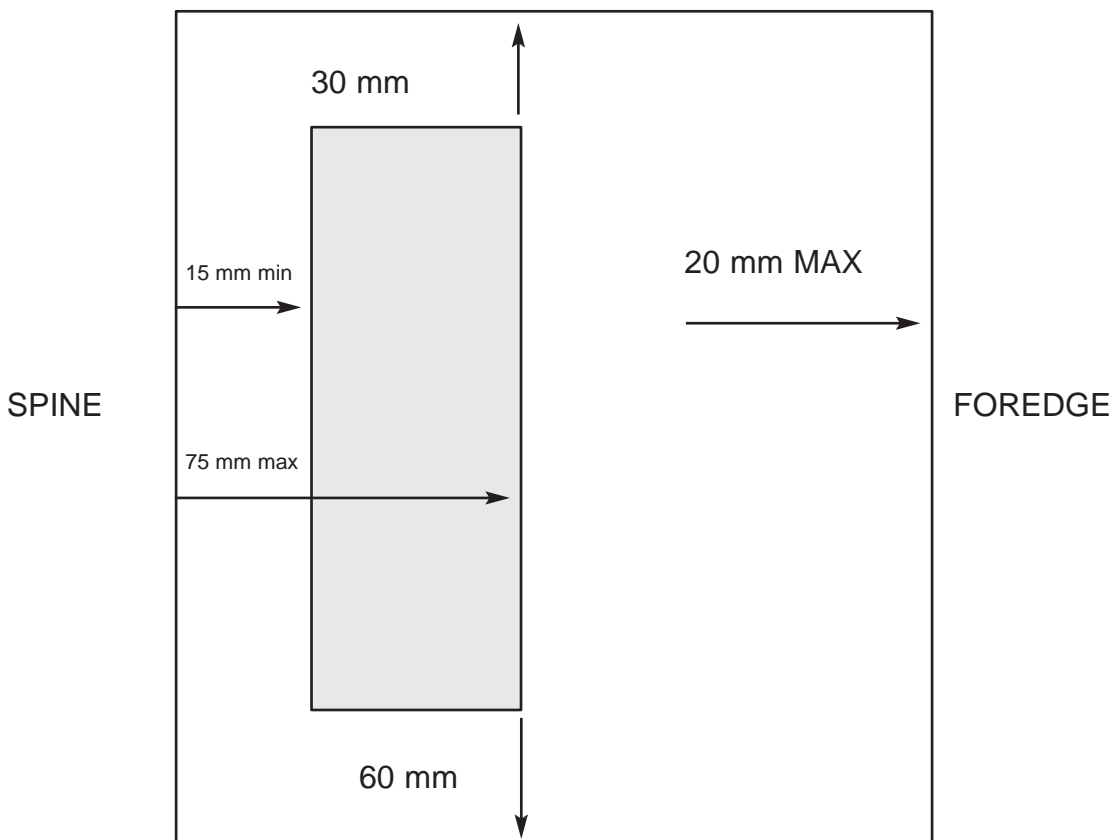
Cards will be applied to an odd folioed page if the imposition is normal, knocked to the head, right hand page to view.

Cards will be applied to an even folioed page if the imposition is reversed, knocked to the tail, left hand page to view.

Product thickness cards max 1mm with 90gsm minimum weight

- Please consult positional guide below for page position
- A movement tolerance of 10mm in any direction must be allowed for in the position of spot glued inserts

FERAG GLUED CARD POSITIONAL GUIDE



Tolerance; cards can move by 10mm in each direction during production
 Cards not closer than 60mm to foot, 20mm to foreedge and 30mm to head
 Glue position not closer than 15mm to spine and not further than 75mm

3.4.1 MECHANICAL GLUED INSERTS: FURTHER SPECIFICATIONS

- It is not recommended to print an exact position requirement on the desired page such as a dotted line etc., due to above stated tolerance.
- In most cases it will not be possible to apply card glued products to the front of section 1 or the front cover, however it may be possible with certain products and you should check with us prior to production of your product.
- It may be possible to apply sachets in certain circumstances depending on size, position of product and supplied burst proof tested to 1.5 tonnes. In every instance a trail would need to be completed before we can confirm runability.
- No concertina products can be applied.
- 4pp, 6pp and 8pp products can be applied provided that there is a closed/folded edge to feed from. You must however check with us to ascertain if the product can be applied landscape or portrait.
- Mechanical glued CDs/DVDs must be ram bundled or an additional charge will be incurred.

If inserts are tabbed please ensure that a low-tack adhesive is used. If the tab is perforated we may incur problems with the inserts sticking together. *Please note that inserts of this nature may not be machine runnable. Providing a sample pack at least 4 weeks before production will help us identify this prior to the run.

Please note: In the event of an out of specification insert being used, an additional charge may be made as a result of reduced running speeds on our line.

Presentation

Presentation of all tip on products should be boxed with the product facing all in one direction and dividers when necessary, with a minimum of 125mm turns.

Paper/Product Substance

- Minimum = 150gsm
- Maximum = 350gsm

It may be possible to apply heavier weight, please check.

Positioning Guide/Requirements

- A layout indicating position required and product size must be supplied in all instances prior to the production of your product.
- Card glued products can be applied to:
The front of the sections in normal imposition (knock to head)
The rear of the sections in reverse imposition (knock to foot)

3.5. INSERT SPECIFICATION FOR POCKET SIZE MAGAZINES 228x182 PORTRAITLOOSE INSERTS

Loose inserts should be 10mm smaller than the product size on trimmed edges.
All other insert details contained in the insert specification, pagination closed edge etc will stand.

BOUND INSERTS

Bound inserts must be produced with the appropriate magazine head/foot trim, allowing for a 3 mm spine grind off.

SPOT GLUE

Spot glue is min size as our spec, max 187mm x 120mm.

Position as spec. 40mm off spine 20mm off head, 20mm off foot, 20mm off foreedge.

3.6. OUT OF SPECIFICATION INSERTS AND COMBINATIONS OF INSERTS

Inserts which do not meet the criteria set out in this specification will not be accepted.

Every effort will be made to accommodate your requirements. However, it should be noted that large numbers and some combinations of inserts, such as several booklets in one publication, will result in a reduction of the running speed of our binding lines and produce unstable bundles. Similarly, inserts which are out of specification or indeed at the outer tolerances of the specified ranges may result in reduced running speeds. A reduction of the running speed will result in an increase in the time required to bind the publication. Consequently publishers should be aware that in certain circumstances additional binding time will result that could have an impact on production schedules. Where running speeds are reduced additional charges will be made.

3.7. INSERTS OVERS

Insert overs which remain on completion of the binding run will normally be stored for a maximum of 7 days. Storage of insert overs in excess of these periods is by agreement with the factory and an additional charge for this storage will be made at our standard rate of £5 per pallet, per week.

4. Delivery Specification for Purchased and Supplied Film To Wyndeham Roche Mailing Department

Contents

1. General Delivery Specification
2. Product Information
3. Product and Pack Quality
4. Palletisation
5. Booking In
6. Delivery Documentation
7. Goods Inwards Acceptance Criteria
8. Delivery Rejections

4.1 GENERAL DELIVERY SPECIFICATION

The delivery specification provides guidelines for:

- The physical presentation of the product
- Receipt process and procedure
- Purchase orders
- Delivery documentation

By ensuring a standardised approach to the above it will enable products to be received quickly and efficiently resulting in:

- No queries
- Efficient use of pallets and space

4.2 PRODUCT INFORMATION

Suppliers must provide a written specification for all products supplied to Wyndeham Roche Mailing. This information should include details and characteristics of the substrate along with a statement confirming suitability for food packaging use (if applicable) ideally with reference to EU Directive 2002/72/EC and amendments.

Suppliers must also provide timely COSHH information for all products supplied to Wyndeham Web and proactively notify us of any changes affecting information already sent.

4.3 PRODUCT AND PACK QUALITY

The packaging of the product must match the following requirements:

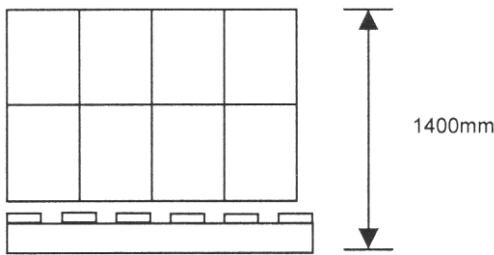
- Be protective
- Be of good quality
- Must not be damaged in any way
- Product must be fully covered to avoid risk of contamination

4.4 PALLETISATION

Goods are to be delivered on good quality pallets. All pallets are to be supplied at the suppliers' own expense and are non-returnable. All pallets are to be shrink or stretch wrapped with a protective cover over the top.

REQUIRED PALLET PARAMETERS (Outlined are the maximum permitted parameters for Boxed (packaged) Goods)

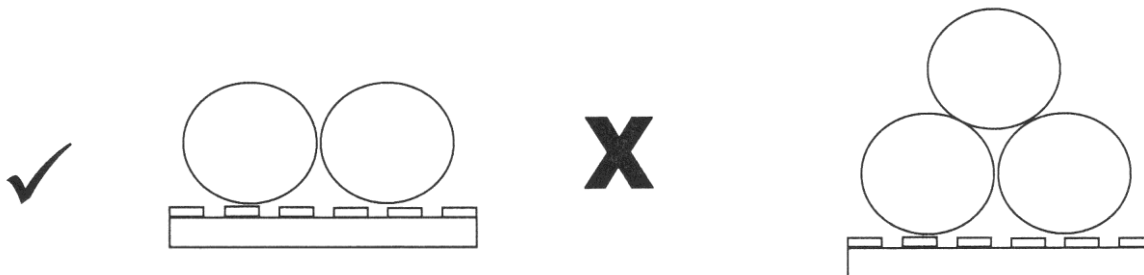
Pallet Size:	640 x 900 up to 1000 x 1200mm
Fork Entry:	Four-way
Max Weight:	950Kg
Max Height (incl Pallet):	2 rolls high up to 1400mm



The above dimensions include all stretch/shrink-wrap, pallet and banding materials. It is essential that the product is loaded inside the dimensions of the pallet with a border of approximately 25mm all round. This will allow for any slippage and tilting during transportation to Wyndeham Roche Mailing Department.

Reeled Film

- 4 Way 1000 x 1200mm pallets only to be used, and must be in good condition
- Maximum pallet weight 950Kg
- Pallets to be lined with cardboard
- 3 rolls or less can be laid down, however more than 3 rolls should be stood up



- No “pyramiding” permitted
- A cardboard or protective layer pad must be placed between the reels and the pallet
- Pallets must be strapped and chocked
- Pallet label showing the contents, size, quantity (customer order No/ Wyndeham Purchase number and booking reference) to be applied to two sides (not top) of each pallet, which must be legible after stretch/shrink-wrapping.
- Stretch/shrink-wrap must overlap pallet base all round.

4.5 BOOKING IN

All poly film should be booked in at least 48 hours prior to delivery to Wyndeham Roche Mailing Department

4.6 DELIVERY DOCUMENTATION

The original delivery/advice note must accompany all deliveries. The documentation must be accurate and displayed prominently. Failure to do so will cause delays.

The delivery note must contain the following information:

- Booking In Reference
- Delivery Address
- Purchase order number relating to the delivered goods
- Clear description of the product
- Quantity delivered
- When a delivery is made that consists of multiple purchase order numbers, each purchase order must have its own delivery note and be on separate pallets

4.7 GOODS INWARDS ACCEPTANCE CRITERIA

The following checks will be made during/immediately after offloading:

- Correct product and quantity delivered
- Product free from damage, clean and adequately wrapped
- Pallets clean and undamaged
- Delivery vehicle free from dust, dirt, oil or other contaminants
- Delivery vehicle and goods free from any taint or odour

Delivery/advice note will not be signed until goods-in personnel have checked that these requirements have been met and are acceptable.

4.8 DELIVERY REJECTIONS

Criteria: Suppliers shall be responsible for adhering to the goods-in specification (QS3) for deliveries to Wyndeham Roche Mailing Department warehouse. Failure to comply may result in the goods being turned away.

Any re-delivery cost will be at the expense of the supplier.

Deliveries may be restricted for the following reasons:

- Delivery not pre-booked in (failure to supply booking reference)
- Delivery outside agreed delivery timeframe
- Delivery to wrong address
- Improper identification
- Failure of the required pallet parameters/pallet specification
- Invalid or missing purchase order number
- Unacceptable condition of goods and packaging
- No delivery note
- Dangerously packed load
- Damaged/faulty/wrong goods
- Over delivery
- Purchase order cancelled or fully received
- Condition of delivery vehicle below acceptable standard
- Failure to comply with site regulations

COMMUNICATIONS

All queries regarding inserts should be directed to:

The Customer Service Manager

Wyndeham Web site telephone numbers:

Wyndeham Peterborough Ltd	01733 555567
Wyndeham Plymouth Ltd	01752 345411
Wyndeham Roche Ltd	01726 892400