

# YM Chantry

Insert Specifications &  
Goods Acceptance Procedure  
For  
YM Chantry Bindery Limited

# **Booking In Procedure**

## **PRODUCT IDENTIFICATION & TRACEABILITY**

**This information must also appear on the delivery advice note when the load finally arrives.**

- a) Work ticket number.
- b) Number of pallets to be booked in.
- c) Total quantity of supplied material.
- d) Publication title.
- e) Publication Issue date
- f) Product type (polythene, strapping, inserts etc)
- g) Product name (Alliance & Leicester, Virgin etc)
- h) Name of haulier.
- i) Any codes/regional info or relevant designation of the product or insert.
- j) Number of pallets delivered and quantity per pallet marked on delivery note.
- k) Number of 'chep' pallets on the delivery (if applicable)

**When calling to arrange a delivery slot, the above information must be available, along with the supplementary information below.**

- a) Suppliers' name & contact number.
- b) Contact name
- c) Contact number
- d) A separate delivery note must accompany each insert supplied for more than one magazine/issue.

- ☛ If material is put into cartons, each carton must be labelled as above.
- ☛ Each pallet should have a label on both sides confirming the above information.
- ☛ YM Chantry Bindery reserves the right to refuse deliveries that are non-checkable due to insufficient information.

The customer/supplier will be notified immediately, if possible of any non-conformance with the above in order that corrective action may be taken. Any delay in rectifying the non-conformance could cause a delay in the commencement of production of a job, and any liability will be the customer / suppliers responsibility and may result in cancellation of the insert.

- ☛ A sample of any inserts/onserts sent is to be placed on the outside of each pallet.
- ☛ Inserts / onserts varying in size and code must not be presented on the same pallet.

YM Chantry Bindery reserves the right to refuse deliveries that are either:

- a) Non-checkable due to insufficient information or unsafe stacking/packaging.
- b) Damaged in transit
- c) Not booked in

Note: The quantities stated on all delivery notes can not be verified; therefore YM Chantry Bindery accepts no responsibility for short supply

**Delivery Address for:       YM Chantry Bindery**

YM Chantry  
Stephenson Way  
Wakefield 41 Industrial Estate  
Wakefield  
West Yorkshire  
WF2 0TU

Tel:                       01924 821 690

Contact:                Goods In (Greg Wiatrowski)

Delivery Times:       Mon 08:00 – Fri 17:00

Booking In Times:    09:00 – 17:00 (Mon. – Fri)

All vehicles should be booked in at least 24 hours prior to expected delivery time (unless arranged in advance) to receive an allocated time.

**Bulk presentation**

Customers and suppliers are responsible for the way in which materials are presented. All materials are handled on high speed binding and mailing lines and it is essential that they arrive to specification, to ensure the highest levels of health and safety are not compromised.

1) All materials should be stacked on 4 way entry pallets with 4 way strapping.

**NB: Products supplied using steel strapping will be refused due to Health & Safety implications.**

2) All pallets to have wooden top board the same size as the base and the overall height of the pallet is not to exceed 1 metre.

3) All decks are to be covered with a solid base before loading to prevent damage to the bottom layer of material.

4) Interleaves to be placed in between each layer to aid stability and to prevent creasing and distortion.

5) All pallets to be clearly labeled.

6) Pallets should be adequately wrapped to avoid damage in transit, including corner protectors where appropriate.

7) Inserts should be bulk packed on pallets where possible to avoid excess packaging such as boxing, straps and elastic bands etc which may slow down the manufacturing process, but not to the detriment of presentation. When necessary to turn the product, a minimum of 50 per turn should apply.

8) Inserts should be stacked flush to the pallet edges. Inserts protruding from the sides will be creased or curled by the pallet wrap. Similarly, inserts not stacked to the pallet edge will cause pallets to be unstable and loads to become distorted during transportation.

9) Logs of folded sections should be pressure strapped and each log should be held with stiff non-returnable end boards, and adequate interleaving material used between layers.

### **Non Conforming Pallets**

YM Chantry Bindery reserve the right to refuse to accept any goods that are deemed to not conform with our acceptance criteria, especially if acceptance would compromise the health and safety of any individual.

Our customer / supplier will be notified as soon as possible of any non-conformance, and timely remedial action will be sought. Any delay to production caused by this, resulting in late production of a product, will be wholly at our customer / supplier liability.

### **Destruction of Inserts**

Due to the ever increasing number of inserts being used and the resultant storage / segregation issues this may cause, any 'overs' will be disposed of within 7 days of publication of a weekly title, and within 14 days of publication of a monthly or less frequent title.

### **Courier Deliveries**

**This information must appear on the delivery advice note when the load finally arrives.**

- a) Date delivered
- b) Destination (our address)
- c) Weight
- d) Reference (should be a work ticket number where the product delivered relates to a specific job or a contact name in all other circumstances)
  - Where no work ticket number is available, the Publication Title, Publication Issue Date and Product Name **must** be included (e.g. Cosmopolitan / June / Alliance & Leicester).
- e) Brief description of product contained within (e.g. inserts)

## **Specification for Bound Inserts**

- Pagination:** Minimum of 2 pages. Gatefold or other foldouts or inserts containing foldouts must be submitted as dummies or samples for approval (before acceptance of booking). Specific dimensions are available on request.
- Format:** Maximum 290mm depth x 215mm wide (trimmed size)  
300mm x 221mm untrimmed  
Minimum sizes 136mm depth x 100mm wide.
- Paper Substances:** No lighter than 90gsm for a 2pp or 4pp section  
No lighter than 75gsm for a 8pp to 16pp section  
Gramages over 150gsm are subject to approval.  
Any gatefold or other foldout should have a minimum paper substance of 75gsm. All foldouts must be approved before acceptance of booking.
- Presentation:** Preferred as pressure bundled sections suitable for automatic loading up to a maximum length of 120cm, with non-returnable stiff end boards.  
Stacked on non returnable pallets with consistent turns of no less than 50's, same way up and same way round, suitable for loading by hand in to high speed binding equipment
- Smaller piles delivered will incur a re stacking charge of £5 per 1000 copies.***
- A minimum wastage allowance of 2% in excess of booked quantity should be delivered.
- Position:** Bound inserts can be positioned between any two sections of the magazine. They can also be positioned between the cover and first page of text subject to prior consultation but must be a minimum of 115gsm
- Any more than three bound inserts will be subject to slow running costs.
- A maximum of six bound inserts are allowed subject to approval and machine availability

## **Specification for Loose Inserts Into Bound Titles**

**Pagination:** From a single sheet to a maximum of 64 pages with a single spine (no concertina folds or other loose edges on edge to be fed into magazine).

The total number of insert pages must not exceed 100 in any one title

**Format:** Minimum size: 148mm depth x 100mm wide  
Maximum Size: 270mm depth x 185mm wide  
Loose inserts must be smaller than the magazine they are being inserted into. They must be 20mm smaller on the head to tail measurement and 30mm smaller on the spine to foredge measurement. The spine to foredge measurement can be reduced to 20mm for some inserts but only after samples have been submitted and approved.

NB: 2pp inserts with a lip – the lip should be half the size from the fold to back edge.

Minimum Thickness 2 page 90gsm  
Maximum Thickness 3mm.

**Paper Substances:** No lighter than 90gsm for a single Leaf  
No lighter than 70gsm for a 4pp or 6pp insert  
No lighter than 48gsm for an 8pp to 64pp insert  
No greater than 80 gsm for an 8pp to 48pp insert  
No greater than 60gsm for a 64pp insert.

**Presentation:** Preferred as pressure bundled sections suitable for automatic loading up to a maximum of 120cm long, with no returnable stiff end boards. Stacked on non returnable pallets with consistent turns of no less than 100's, same way up and same way round, suitable for loading by hand in to high speed binding equipment.

If onserts are unable to be bulked stacked due to size and shape, they should be suitably packed in easy to open cartons before palletising. Bundles must not have any film wrap or elastic bands.

Cartons used should be to the correct size to prevent transit damage

***Smaller piles delivered will incur a re stacking charge of £5 per 1000 copies.***

A minimum wastage allowance of 2% in excess of booked quantity should be delivered

N.B Due to machine limitations our target efficiency for loose inserts and tip ons is 95%. However, we can arrange for 100% insertion / tip on by utilising hand finishing techniques.

## Perfect Bound Glued Card Specification

**PLEASE NOTE:** Facility only available to advertisers taking page space to which the card is to be glued.  
The page to which the card is to be glued can only be the first page of any section when knocked to the head or the last page if knocked to the foot.

**Pagination:** Normally a single sheet. Alternatives will be considered, but dummies or samples are to be submitted for approval and permission given before acceptance of booking.

### **Format**

**Minimum (Perfect binder):** 100mm x 60mm

**Maximum (Perfect binder)** 270mm x 155mm

**Paper substances:** No lighter than 140gsm (or 180 microns thickness, which ever is lowest) and no heavier than 250gsm.

**Presentations:** Stacked on non-returnable pallets or packed easily into boxes. Cards to be presented whether on boxes or pallets uniformly, i.e. the same way round and the same way up and must not vary in size. A wastage allowance of 1% in excess of the booked quantity should be delivered.

**Positioning:** See attached positional guide. A layout indicating the position must be supplied. This must also show which side of the card is to be glued. A tolerance of  $\pm 4$ mm to the selected position must be allowed for variations in the production run.  
**Note:** A glued card can be placed on the first page of text. However, this will cause trimming and creasing problems on the cover when the book is trimmed. Glued cards are best placed between sections to produce an aesthetically pleasing final product.  
**Note:** A PIRA test certificate for all glued sachets should be forwarded to the relevant CCE before confirmation of acceptance.

A maximum of three tip ons per issue consisting of two sachets and one card which are all subject to approval

## **Specification for Static Nailing on Perfect Binding**

- Pagination:** Maximum pagination of insert must be no more than 6 pages.
- Format:** **Minimum** size = 140mm x 100mm  
**Maximum** size = Magazine trim size less: 80mm head – tail, 60mm spine – foreedge **so for Good Housekeeping this would be 210mm x 155mm**
- Paper substances:** **Minimum** substrate = 115gsm for single leaf, 80gsm 4pp / 6pp.  
**Maximum** substrate = 170gsm for single leaf, 130gsm 4pp / 6pp
- Presentations:** Preferred as pressure bundled sections suitable for automatic loading up to a maximum of 120cm long, with no returnable stiff end boards. Stacked on non returnable pallets with consistent turns of no less than 100's, same way up and same way round, suitable for loading by hand in to high speed binding equipment..
- Positioning:** Must be positioned between sections i.e. can not be positioned I.F.C / I.B.C.

Cartons used should be to the correct size to prevent transit damage

***Smaller piles delivered will incur a re stacking charge of £5 per 1000 copies.***

A minimum wastage allowance of 2% in excess of booked quantity should be delivered

N.B Due to machine limitations our target efficiency for loose inserts and tip ons is 95%. However, we can arrange for 100% insertion / tip on by utilising hand finishing techniques.



## **Specification for 'Magna Strip' Inserts in Perfect Binding**

**Pagination:** Maximum pagination for magna-strip inserts is 36pp, including cover

Only one magna strip per issue which must be approved in conjunction with other bound inserts. Insertion costs to be agreed

**Format:** Maximum spine to foredge size for magna-strip inserts in A4 product is 203mm, plus 3mm bleed.

It is not advisable to trim a Magnastrip product with the magazines foredge. The overall size of an insert plus Magnastrip must meet the current bound insert specification. Magna Strips can be applied to any insert with one straight closed edge; multiple edge products such as concertina folds are not acceptable.

A total of 15mm (inclusive of 3.0mm grind-off) of the magna-strip width is required to bind into the spine of the magazine. A further 15mm of magna-strip width is recommended to securely attach the insert.

A minimum of 5mm trim allowance must be allowed for inserts smaller than the finished product size.

**Paper substances:** The magna-strip itself must be within the following range; >150gsm, <230gsm

The minimum recommended weight of paper for insertion is 90gsm. There is no maximum weight of paper within reason but the maximum overall weight of a maximum size single insert as supplied untrimmed must not exceed 116gsm.

**Presentation:** Magna Strips must be supplied in PAL boxes, layered with card and dividers. They must be presented the same way up and same way round and must not vary in size. A wastage allowance of 2% in excess of booked quantity should be delivered.

Magna Strip by their nature are usually bulky and can only be hand-fed onto the gathering line, consequently this will have an effect on the running speed of the whole binding line. In some cases, this will incur extra charges. The bulk of an insert 16 or more pages may affect the trimming of the magazine and may cause 'nicking' of the text pages.

Bundles should be supplied >100s, <200s turned in 50s or 100s for ease of handling.

**Positioning:** Must be positioned between sections i.e. can not be positioned I.F.C / I.B.C. Laminated or UV coated stock may not adhere securely to magna-strips. Customers should satisfy themselves of compatibility before confirming an order.

## **Specification for Post It Notes**

- Pagination:** A single sheet. can be either portrait or landscape reading.
- Placement:** First page of any text section 16 pages in thickness or above.
- Insertion Rate:** 100% insertion rate can not be guaranteed, as the line is not stopped to change reels. We estimate a 95% insertion.
- Presentation:** Reels to be stacked on non-returnable pallets or packed easily into boxes. A wastage allowance of 1% in excess of the booked quantity should be delivered.

Internal diameter of core supplied must be 76mm.  
External maximum diameter of reel is 310mm.

- Positioning:** Positioning varies depending on the requirement for Perfect Bound or Saddle stitched products.  
As a general rule, a post-it can be positioned anywhere to the right of center of a page on a perfect bound text section. For all design and positional variations, please contact your relevant Customer Care Executive.  
A layout indicating the position must be supplied. A tolerance of + or – 5mm to the selected position must be allowed for variations in the production run.

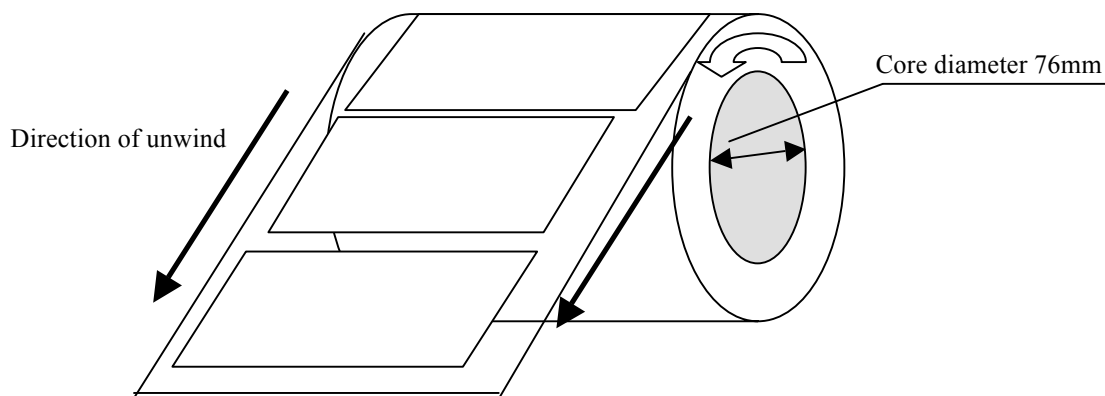


Diagram 1