

DELIVERY INSTRUCTIONS AND INSERT SPECIFICATIONS

Authorised by D. Smith
L Carmedy

Updated: March 2018
Issue 3 – 25th April 2018





DELIVERIES:

Please see below information in relation to the delivery instructions at First Mailing.

1. All deliveries must be booked in advance on **08456 349522 to obtain a compulsory booking in reference**
2. Any deliveries arriving with no First Mailing delivery reference will be refused.
3. Standard hours of acceptance are:
Monday – Friday: 0900 –1300
4. Only **Euro sized** (1200mm x 800mm) or **40" x 48"** (1200mm x 1000mm) pallets will be accepted.
5. All materials are to be booked in at least 1 week in advance of mailing date.
6. No Insert should be received less than 48 hours prior to the mailing date.
7. All deliveries should be made to our warehouse address below, where we have forklift facilities for unloading of pallets. If using pallets, please secure cartons / bundles to the pallet by suitable shrink-wrapping. Making sure the load does not overhang the pallet. Deliveries will be refused if it is not safe for us to off load.

Warehouse Address:

**The First Mailing Co Ltd
GOODS IN
Glebe Road, Huntingdon
Cambridgeshire, PE29 7HH
(Use PE29 7DY for Sat Navigation)**

8. All deliveries must be accompanied by a delivery note & have pallet markers, which must contain the following information. **Magazine title** (where applicable) & **Issue Date, Insert Description, Client Name & Total Quantity.** **Deliveries of inserts which are not accompanied by a delivery note may be rejected.**
9. Please ask your printer to provide items securely packaged on pallets in uniform quantities of 100s, 250s, 500s, 1000s, as is appropriate, per bundle. Presented with the minimum number of turns possible. This should not be less than 100mm. If using pallets, please secure cartons / bundles to the pallet using suitable shrink-wrapping. Making sure the load does not overhang the pallet. Bundles should not exceed 8Kgs.
10. Each package / carton should also be clearly marked with the title and/or a copy of the item contained. Clearly identify different versions where applicable.
11. Where overnight parcel couriers are used for smaller deliveries please ensure delivery notes & relevant booking references are attached to each box and goods are signed for by a First Mailing representative.
12. All inserts supplied in cartons must be presented un-banded and stacked all in the same direction i.e. no turns.
13. Larger sized items which are to be supplied as bundles must be securely strapped / banded. Do not double strap the bundles. If you think this is necessary, please contact us to discuss. Do not shrink-wrap bundles.
14. All deliveries must be signed for by a First Mailing representative. As we are unable to physically verify the quantity of any inserts delivered the quantities on the delivery notes will be taken as face value. However, if after mailing commences and it is found that the quantities stated on the delivery notes are incorrect we cannot be held responsible for any shortfall.



INSERTS:

Our mailing lines can only insert a certain number of loose onserts. Depending on the machinery & the specification of inserts some may require hand insertion which can increase production time and be subject to extra charges. All onserts should be discussed in advance with a First Mailing representative. Prices for hand insertion are available on request.

1. **Mechanically fed size limits** are a

Minimum of 115mm x 105mm
Maximum pack size of 320mm x 420mm

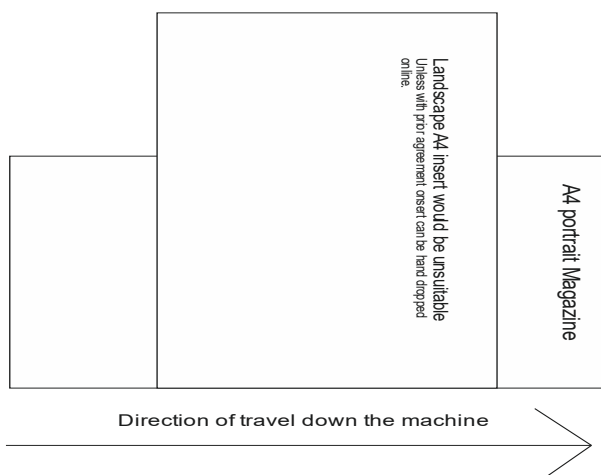
2. **Minimum / Maximum paperweight limits** are

Carriers: - 90gsm
Single sheet onserts: - Minimum 150gsm
Maximum 350gsm

3. **Maximum Product thickness** 25mm

4. **Portrait & landscape suitability** If more than a 2pp onsert then the longest edge must contain a closed edge.

5. If a landscape, i.e. closed edge is the short edge, onsert is booked in then subject to machinery this may have to be hand dropped online as the width of the onsert (from closed edge to opposite edge) must be no longer than the width on the main product.



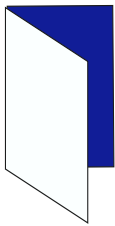
6. **Polywrapping** if we are dropping the insert on top of the magazine & wrapping in polythene, then the onsert can be no bigger than the magazine itself.

7. **Inserting Inside magazines** – inserts must be at least 5mm smaller than the magazine finished size in height & width. This can be mechanically inserted inside the back page any specific page will have to be inserted manually.

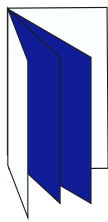


8. Mechanical inserts

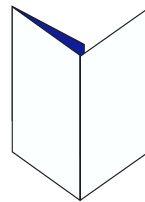
The following examples are inserts that are suitable for being mechanically fed



4 Page insert



Multi Page Insert

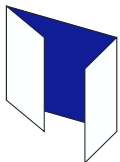


Roll Fold Insert

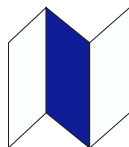
9. Hand drop online inserts

The following examples are inserts that will have to be manually inserted or dropped online and will carry a slightly higher insertion rate.

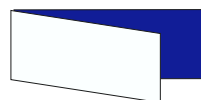
The following examples are inserts that will have to be manually inserted or dropped online and will carry a slightly higher insertion rate.



Gate Fold Insert



Concertina fold insert



Landscape Insert

Please feel free to contact a First Mailing representative should you have any inserts or products that aren't listed here or that may be an odd shape or die cut or require a tip on to be cover mounted. You can then be advised on the suitability and most economical production process.

10. **Onserts out of specification** - We will notify in advance should inserts be supplied out of specification and advise the best way to proceed. Whilst this discussion is taking place it may affect timescales and incur waiting charges should we need to wait for a decision.



Depending on machinery capacity we can loose insert 6 – 8 inserts however as a rule we would normally request that to not impact on output speeds we recommend the following guidelines are met. This doesn't mean to say that more inserts or different combinations aren't possible however it is likely to incur extra charges and will require extra production time.

Ideal specification of onserts.

11. **Pre inserted envelopes** – Minimum size DL
12. **Single sheets** – Minimum A5 in size
13. **Stitched brochures** – Maximum 64pages
14. **Perfect Bound brochures** – Maximum 90pages
15. **Flexibility** - all onserts must be able to bend from 45mm in on longest edge to an angle of 45 degrees.
16. **Artwork** – When onserts have the exact same artwork front & back all onserts must be supplied the same way and not turned to ensure the closed edge will always be fed into the machine.
17. **A5 onserts** Minimum 2pages +
18. **A4 onserts** Minimum 2pages +
19. **DL onserts** Minimum 6pages +
20. **Landscape onserts** Minimum size DL (subject to extra charges and the longest edge must be smaller than the width of the magazine).

Ideal Maximum number & combination on onserts

21. **Pre stuffed envelopes** - Maximum of 2 in 1 issue with no other onserts
22. **Pre stuffed window envelopes** – Maximum of 2 additional onserts
23. **Perfect bound book as onsert** – only another 2 additional onserts in 1 issue
24. **Maximum no of onserts** - 4 in addition to magazine & carrier sheet
25. **Bound in inserts into the magazine** – Maximum of 2 additional onserts
26. **Total thickness of onserts** – must not exceed 10mm when combined



Overs

27. It is advisable that we are only delivered materials to cover the mailing quantities and a small surplus for set up and spoils.
28. Any overs will be held for a maximum of 7 days before being recycled free of charge. Any storage requirement of materials beyond this period must be agreed in advance and will be subject to a charge of £4.00 per pallet per week.
29. We will endeavour to advise on overs on completion of the mailing but it is not always practical in the time constraints we have for the mailings.
30. If you have ordered surplus stock from your printer we must be notified and arrangement must be made for this to be collected within 7 days of completion of the mailing.

COLLECTIONS:

31. All collections must be organised & agreed in advance with a First Mailing Representative.
32. All collections will be assigned a unique reference number.
33. The First Mailing reference number must be passed on to any 3rd party transport and given to our warehouse at the time of collection.
34. Paperwork must be signed to confirm receipt of goods by the collection driver.
35. All goods will be presented & correctly stacked on pallets – ensuring goods will travel securely
36. We cannot be held responsible for any goods once they have left our premises.

