

Insert Spec



LOOSE & BOUND INSERT SPECIFICATION

This specification has been compiled in an effort to establish a controlled method for handling inserts, sections and covers, which our customers wish to have incorporated with their publications.

- Booking procedure

Delivery Times

All incoming goods are to be pre-booked with your Customer Services Executive to arrive on site between the hours of 10.00am and 1.00pm Monday-Friday (unless pre-arranged). Inserts etc. will only be accepted within two weeks of publication date unless pre-arranged.

Delivery Notes/Pallet Label Information

All incoming goods should be accompanied by a delivery note clearly stating the following information:

- Booking reference number (given at time of booking).
- The name of the publication in which the insert is to be used.
- The publication date and/or issue number.
- The inserts name.
- Any applicable insert code number.
- The quantity being delivered.
- The total number of boxes and/or pallets supplied.
- The suppliers name and address.

When more than one delivery is required, each should have its own paper work and a summary should accompany the final delivery. As we are unable to verify the quantity of any inserts etc delivered to us, all quantities stated on the delivery notes will be taken at face value.

Delivery Address

Acorn Web Offset Ltd, Unit 2, Loscoe Close,
Normanton Industrial Estate, Normanton,
West Yorkshire, WF6 1TW

Presentation On Delivery

In order that the inserts/polybags/polybands and cover mounts delivered are suitable for use on our binding lines, it is essential that they arrive at our premises presented correctly. To this end, the following guidelines on the presentation of inserts/polybags/polybands and cover mounts should be adhered to by our customers, their agents or advertisers when supplying inserts etc.

- Inserts/polybags/polybands and cover mounts should be always delivered correctly stacked on pallets.
- Each box and pallet to be labelled (see delivery notes/pallet label information).
- All pallets should be in good condition in order to allow them to be double stacked.
- All pallets should be adequately wrapped to ensure that the load is stable and that the inserts/polybags/polyband and cover mounts are suitably protected during the transit in order to prevent any damage occurring.
- Inserts, which are stacked loose on pallets, should be presented with the minimum number of turns possible. Preferably, this should not be less than 50 inserts per turn and definitely not less than 25 inserts per turn.

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LOOSE & BOUND INSERT SPECIFICATION (CONT)

- 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 15kg.
- All inserts supplied in cartons should be presented 'unbanded' and stacked all in the same direction (i.e. no turns). Whenever possible, cartoned inserts should be delivered correctly presented on pallets.
- No inserts should be delivered in shrink-wrapped packs.
- Each pallet, or unpalletised box of inserts should display a sample of the insert together with a suitable label which states the name of the publication, and quantity of the inserts contained on the pallet or in the individual box.

Inserts, which are badly or incorrectly packed, may be subject to an additional handling charge.

Summary

On completion of the production run a detailed bindery sheet will be sent to our internal Customer Services Executive. We will dispose of the inserts at the completion of binding and providing full insertion has taken place or unless the customer advises us of their requirements prior to binding.

SADDLESTITCHING TECHNICAL DATA

Loose Inserts

Maximum size 475mm x 300mm, minimum size 148mm x 105mm. However for binding purposes, it is recommended that any loose inserts must be 15mm smaller on both the width and depth than the finished product. **We are unable to loose insert into A5 stitched products.**

Concertina folded inserts cannot be machine insertion.

Minimum bulk of 2pp on 115gsm. Maximum bulk of 32pp on 60gsm.

Maximum number of loose inserts is four per title.

Bound Inserts

Maximum size 475 x 300mm, minimum size 148mm x 105mm.

Minimum guard 115mm/lap 10mm.

N.B. if knocking to the head the guard must be on the high folios. If knocking to the tail, on the low folios.

Substrate

No lighter than 90gsm for 4pp or less at full page size. No lighter than 58gsm for 8pp or more and up to 80gsm for 32pp. No heavier than 250gsm at any size. Any gatefold or other fold out shall have a minimum substance of 100gsm. In all cases involving foldouts forming any part of the insert, dummies are to be submitted before approval to bind is given. All live matter should be at least 6mm from any trimmed edge except on bleed edges.

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PERFECT BINDING TECHNICAL DATA

Loose Inserts

The high speed binding line can only insert a certain number of loose inserts. **The number of loose inserts, which can be handled by our perfect binding line, is four. This however comprises of three full sized inserts (up to A4) and one at A5 or less – see sizing allowance for further details.**

The following constraints apply to the loose inserts:

- We cannot insert into perfect bound products more than 12mm thick.
- The pagination of an individual loose insert should be no more than 32 pages.
- The minimum thickness of a single sheet loose insert should be no less than 100gsm.
- All loose inserts of 4 pages are fed into the publication spine first.
- All loose inserts should be at least 15mm smaller on edges (head, foot and foreedge) than the trim size of the magazine.

Bound Inserts

The size constraints applicable to bound-in inserts for perfect bound products are as follows.

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

- An additional 3mm must be added at the spine edge for milling.
- An additional allowance must be added to the foreedge, head and tail as trimming allowance on bound-in inserts, which are 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.

- The required head or tail trim must be added depending on the way in which the publication is to be bound for inserts which are not maximum product size.

- All live matter must be at least 6mm from any trimmed edges. Minimum single leaf thickness of any perfect bound insert should be no less than 130 gsm.

- It should be noted that, it is not practical to place single leaf bound insert or 4pp section inside the front cover as section one, or inside back cover as final section. In situations where it is imperative that the single leaf insert or 4pp section must bind adjacent to either IFC or IBC, an additional charge may be made as a result of reduced running speeds on our high- speed binding line.

Bound Featured Sections

Featured sections for incorporation into publications need to be carefully thought out and planned well in advance, this is due to their effect on the remainder of the publication and the production methods subsequently employed.

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PERFECT BINDING TECHNICAL DATA (CONT)

Important Note

Please consider that printers employ many different production methods from various equipment manufacturers and that specifications will vary dramatically. This may often result in one printer being unable to run a product that another printer can run without problems. Acorn Web Offset cannot accept responsibility for the runability of a product that has been specified by any other printer, unless written confirmation is obtained to the contrary.

Out Of Specification Inserts

Inserts, which do not meet the criteria set out in the specification, may in certain circumstances be inserted into publications for our customers. The ability to use an insert, which is out of specification, will normally be assessed by a trial and the customer informed of the results.

Customers are requested to ensure that samples of any inserts out of specification inserts are available for a trial to be conducted at least four weeks prior to the scheduled binding date.

Inserts, which are irregular in their shape, will normally require hand inserting. When hand inserting is required, additional time within the production schedule will normally be required.

Prices for hand inserting are available on request.

In the event of an out of specification insert being used, an additional charge may be added as a result of reduced running speeds on our high speed binding lines.