



Delivery Address:

William Gibbons, Unit 40, Planetary Rd Industrial Estate, Planetary Road, Willenhall, West Midlands.
WV13 3XA

Delivery Telephone Number:

01902 730011

Delivery Contacts:

goodsinwards@williamgibbons.co.uk

Delivery Booking In Procedures:

Deliveries of **three pallets or fewer** do not need to be booked in but deliveries must be made between 08:00 and 1600, Deliveries outside of these hours will need to be arranged at least 24 hours in advance. Deliveries of **four pallets or more** must be booked in in advance

Delivery Documentation/Paperwork:

All consignments **must** be accompanied by a delivery advice note showing:

- [Insert/Covermount title]
- Magazine title: ***Fabric Magazine***
- [Issue]
- [Quantity]
- [Number of pallets]

A copy of the delivery note must be left with the goods.

Pallet carrier notes and PDA signatures will not be regarded as proof of delivery.

Different versions of an insert or cover mount or two or more consignments being sent together for different issues / magazines must be palletised separately. We will not accept responsibility for an incorrect insertion or loss if different inserts or issue dates are mixed on one pallet.

Key coding:

Please advise, in advance to both publisher & printer of any key codes or other variation to copy.

Wastage allowances:

A wastage allowance in excess of the booked quantity is required to be delivered as follows:

- Loose inserts = + 2%
- Bound & poly-wrapped inserts = +4%
- Covermounts =+4%

Pallets/Cartons:

- Deliveries must be made on sturdy four-way entry pallets size 800mm x 1200mm or 1000mm x 1200mm
- They must be capable of stacking and must be well-protected using top-boarding, corner protectors, shrink-wrap and plastic cross-straps.
- Metal straps are NOT acceptable.
- We will accept up to 10 loose cartons of inserts. Any more than this MUST be palletised.
- Individual cartons must not exceed 12kg in weight
- The face of each pallet/ carton must have a label with the magazine name, the advertiser, quantity per pallet/carton and pallet/carton number (e.g., pallet 1 of 2) the issue date and any key codes (if applicable).
- One insert must be attached to the outside of each pallet.
- The maximum pallet height is one metre and the maximum pallet weight is one tonne. By prior arrangement cover mount gifts may be supplied stacked higher providing the pallet weight does not exceed 1 tonne.
- Different versions of an insert or cover mount or two or more consignments being sent together for different issues / magazines must be palletised separately. We will not accept responsibility for an incorrect insertion if different inserts or issue dates are mixed on one pallet.
- Poorly presented pallets may be refused at the discretion of William Gibbons warehouse staff should they pose a risk to Health

Cover mount turns:

Cover mount Gifts must be supplied all the same way without turns and with minimal packaging. We prefer gifts supplied soldier stacked in cartons with each rank separated with interleaving to avoid interlocking of gifts.

Loose / Bound-in insert presentation:

The inserts must be supplied bulk packed on pallets i.e., stacked on pallets in a neat and stable condition, uncurled and undamaged.

The placing of the inserts in boxes, large pallet boxes or cartons, and/or the bundling of the inserts with straps or bands, may be acceptable **but only by prior agreement with William Gibbons Production department. Additional handling charges may be incurred, or the inserts rejected, where such prior agreement has not been obtained.**

The inserts must be the same size for each run and bundles must not be shrink wrapped.

Turns must be avoided but the **minimum** number of turns is set out as follows:

Inserts under 8 pages = No Turns

8–12-page inserts = Turns of 500

14–30-page inserts = Turns of 100

Inserts 32 pages or over = Turns of 75

Insert overs:

Any insert overs will be destroyed on completion of binding.

Supplementary Conditions:

Inserts or covermounts not meeting the specifications or requirements in these delivery instructions may be subject to additional charges or can be rejected.

Inserts specification

Loose inserts

(These inserts can be inserted either in single sheet form or as multi-page sections)

Minimum size 148mm deep (spine) x 105mm wide
Maximum size 20mm smaller in each dimension than the trimmed size of the magazine

Weight of paper: single sheet

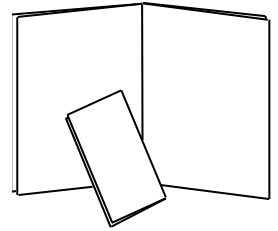
Single sheet Minimum 90gsm
Single sheet Maximum 150gsm (over 150gsm subject to approval)

Minimum 4 – 6 pages 70gsm
Maximum 4 – 6 pages 130gsm
Minimum 8 - 64 pages 48gsm
Maximum 8 – 48 pages 80gsm
Maximum 64 pages 60gsm

Single sheet inserts may run the risk of multiple feeding but the incidence can be reduced by using a stock of at least 115gsm.

On inserts with a lip, the lip should be a minimum of half the size from the fold to back edge.

Concertina folded inserts are not suitable for machine insertion



Bound-in inserts Size

Minimum portrait, before trimming 148mm deep (spine) x 120mm wide

Maximum portrait, Trimmed size of the magazine

Head trim: Please refer to your account handler for confirmation

Grind off allowance: 3mm

Full size inserts need a further 3mm foot trim & 3mm foreedge trim

Minimum weight of paper

Single sheet 90gsm

4 to 16 pages 75gsm

150gsm and over will be subject to approval

4pp and above may have to be supplied in removable format, e.g., as a Magnastrip

All gatefold or other foldout should have a minimum paper substance of 75gsm.

All foldouts require prior approval. Check with William Gibbons for imposition requirements.

Concertina folded inserts are not suitable for machine insertion

Please call to discuss any further technical specifications in more detail

