



Delivery Specifications for Inserts

This document sets out the delivery specifications for inserts to be processed by Roto Smeets during the Printing, Finishing, and Distribution Channel Preparation stages.

If you have any queries, please contact your Roto Smeets representative.

Administration

Goods / pallets delivered to us must be provided with pallet labels indicating the following information:

- Insert name and coding (where applicable)
- Magazine for which the Insert has to be processed
- Issue number of the relevant magazine
- Total quantity delivered, specified in units per package
- Names of Producer and ultimate client (NOT an advertising agency or printer)

If a number of codes are used to indicate processing for specific magazines / issues, then the Inserts must be delivered separated per coded on clearly marked pallets.

Physical condition

On delivery, Inserts must be packaged so that they are:

- Undamaged
- Flat, not bent and / or curled
- Not sticky or tacky
- In satisfactory condition for processing.

The packaging suggestions below are intended to avoid the above problems. Roto Smeets can accept no liability for any irregularities that may arise either on delivery or during processing of Inserts, even if these prescribed packaging methods have been followed.

Bundling



Do not strap the bundles to avoid bending or curling.
Turns or bundles smaller than 7 cm will incur extra costs.
All copies must be stacked in the same direction, either per turn or per bundle.

Bundles must be well separated, both above and below, and alongside each other.

If stacking is difficult, it may be advisable to use boxes or pallet covers with horizontal and vertical separators.

Boxes / pallet covers

Box with sturdy separators and dividers



Full boxes must be manageable and must comply with Dutch Industrial Health and Safety standards.
Boxes must not be dented or damaged.
Where possible, stack boxes staggered (half overlapping) on the pallets.

Pallets



Pallet with shrink film and corner protection



Pallet box with content labels

Pallets must be delivered well packed, with sheet or shrink-film wrapping where appropriate.
Where necessary interleave between the layers and use corner protection.

Inserts and pallet trackers must remain within the pallet edges.

Europallets are preferred as they are exchangeable.

Pallet crates will not be accepted. Pallet boxes are an exception.

Printed matter with a UV varnish coating must not be stacked higher than 80 cm. In this case pallets must be clearly marked "Do not stack".

Additional conditions

Ram bundling

Inserts can be accepted in ram-bundles with prior notice only and only if they comply with the above physical conditions.

Staggered stitching

If required due to stacking, we can accept stagger-stitched half-products.

Perforation

Inserts with perforations must not tear or rip open prior to or during machine processing.

In-line stitched Inserts

The staples must be flat and closed.

Flowpacks

Flowpacks must be placed lying down in the boxes in one direction (not alternating) and absolutely not standing on the sealed edge. When packaging ensure that the sealed edges do not deform. Place separators between the rows. Use manageable boxes. To prevent deformation, boxes and separators must be 10 mm higher than the flowpacks. Boxes must be stacked half-overlapping (staggered) so that the lowest layers do not become dented and / or damaged.

Sachets

Pressure resistance Sachets must be able to resist a pressure of 1000 kg for a period of 5 seconds. This is necessary to avoid damage to the magazines from leaking sachets.

Sealed edges To prevent damage from grippers the sealed edges of the sachet must be at least 5 mm wide. This does not apply to sachets that do not contain fluids or sachets that the client wants poly-bagged with the magazine. The required pressure resistance is mandatory in all cases. An absolute precondition for satisfactory sachet processing is that the sachet is as flat as possible, especially the sealed edges.

Packaging Sachets must be delivered standing upright, boxed in 500's. The rows of sachets must be separated by dividers. Dividers and boxes must be 10 mm higher than the sachets to prevent deformation of the sealed edges. Use easily manageable boxes.

Printing plants

Roto Smeets Deventer

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Roto Smeets Etten

Parallelweg 5
4878 AH Etten Leur
Tel.: 076-508 40 00

Roto Smeets Weert

Weenterbeekweg 4
6001 VH Weert
Tel.: 0495-57 09 11

Bindery

De Wit Binders

Meerenakkerweg 8
5652 AT Eindhoven
Tel.: 040-250 81 00

Pre-distribution

Rotopack

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