

Bike, What Bike! Classic Bike

BOUND INSERT SPECIFICATIONS

DELIVER TO:

BGP Ltd, Chaucer Business Park, Launton Road, Bicester, OX26 4QZ

Book in delivery of inserts with **Naomi O'Sullivan 01869 363345**– Failure to book in deliveries may result in them being turned away

PRESENTATION AND PACKAGING:

Inserts should be on non-returnable, pallets capable of being double stacked
Pallets must be 4-way entry; 1,200mm x 1,000mm & be in good condition
Pallet banding must be plastic to comply with Health & Safety requirements
Metal banding will result in refusal of the delivery
Containers and metal cages are also unacceptable
Pallets should be wrapped to provide stability and weather protection of inserts
If cartons are necessary, the maximum weight is 25kg per package
Labels must state publication name, month and quantity of inserts / box or pallet
Inserts should be stacked in large bundle quantities, not less than 50 per turn
Inserts in cartons must be unbanded and not turned within the box
Inserts must be packed flat with tight folds, no distortions or any curled edges
Inserts in cartons should also be delivered on pallets to minimise handling
Inserts in cartons must display a sample and a suitable label on the outside
Inserts must not be shrinkwrapped

Failure to comply could result in additional costs being incurred

MINIMUM & MAXIMUM SIZES FOR INSERTS TO BE MECHANICALLY INSERTED

MINIMUM WIDTH (spine to foredge): 140mm
MAXIMUM WIDTH: 223mm (INC TRIMS)

MINIMUM DEPTH:(head to foot) 140mm
MAXIMUM DEPTH: 310mm (INC TRIMS)

MINIMUM WEIGHT 115gsm (single leaf)

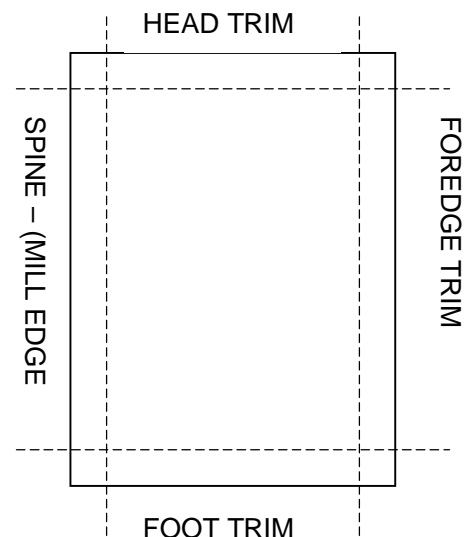
ALLOWANCES TO BE MADE

Spine (mill off)- The mill off allowance is 3mm.
This is the amount of paper that will be taken off before gluing the covers.

Head Trim – 5mm (assuming it will knock to the head)

Foot Trim – 3 – 10mm (where applicable)

Foredge Trim – 3-10mm (where applicable)



**NO INSERTS OF LANDSCAPE ORIENTATION
PERFORATED INSERTS MUST HAVE A 13MM PERF WIDTH FROM SPINE.**

FOR FURTHER INFORMATION ON INSERTS CONTACT
PRINT PRODUCTION ON 01733 468062