

# Bike, What Bike!, Classic Bike

## LOOSE 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.**

### LOOSE INSERTS ONLY MINIMUM & MAXIMUM SIZES FOR INSERTS TO BE MECHANICALLY INSERTED

Minimum width: 105mm  
Maximum width: 190mm

Minimum depth: 160mm  
Maximum depth: 277mm  
As a general rule, all inserts should be 20mm smaller both on depth and width than the magazine.

**PAGINATION:** Single sheet of 115gsm to 32pp on 45gsm

No concertina folds/ no landscape orientations for inserts with a pagination higher than 2pp

