

## INSERT DELIVERY DETAILS

HEADLEY BROTHERS LTD  
INVICTA PRESS  
VIA MACE IND ESTATE  
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ASHFORD  
KENT TN24 8PE

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## DELIVERY TIMES

The delivery of inserts should normally be made between the hours of 0800 and 1600 Monday to Friday.

## DELIVERY NOTES

Every pallet should use the clear identification label attached and all deliveries of inserts, etc. must be accompanied by a delivery note which clearly states:

- a The name of the publication in which the insert is to be used
  - b The publication date and/or issue
  - c The insert's name
  - d Any applicable insert code number
  - e The quantity of inserts delivered
  - f The total number of pallets and/or boxes supplied
  - g The name and address of the supplier and/or printer of the insert
  - h State type (loose or bound/stitched in/tipped on)
- 
- l All part deliveries must be accompanied by individual delivery notes
  - l Inserts that are to be used for different issues/publications should be supplied on separate pallets, and appropriate quantities stated on the delivery notes

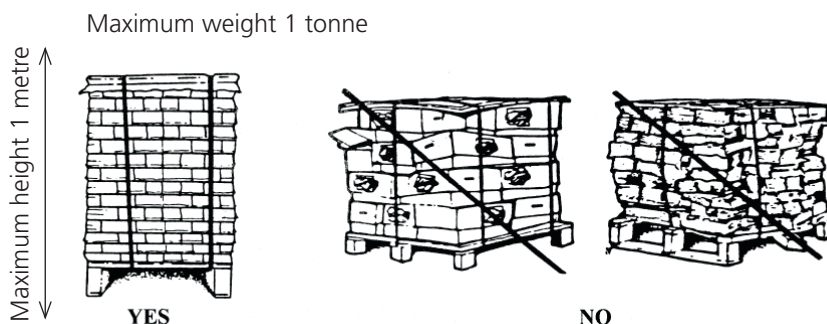
As we are unable to physically verify the quantity of any inserts delivered to us, the quantities stated on the delivery notes will be taken at face value. Consequently, if at a later stage it is found that the quantities stated on the delivery notes are incorrect we cannot be held responsible for any subsequent shortfall.

Deliveries of inserts which are not accompanied by a delivery note may be rejected at the factory unless suitable information can be obtained at the time of delivery.

## PRESENTATION ON DELIVERY

Inserts that are not presented according to the following guidelines will not be accepted.

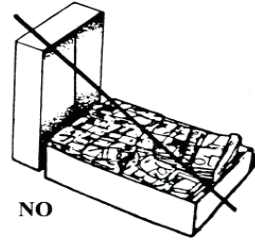
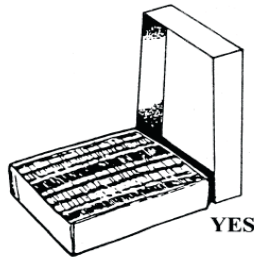
- a Inserts should be delivered correctly stacked on pallets



# Construction News

## Insert delivery instructions

- b All pallets used must be in good condition in order to allow them to be double stacked
- c All pallets must be adequately wrapped to ensure that the load is stable and that the inserts are suitably protected during transit in order to prevent damage
- d Inserts which are stacked loose on pallets must be presented with the minimum number of turns possible. This should not be less than 25 inserts (or 125mm) per turn
- e 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 9.0 Kg
- f All inserts supplied in cartons must be presented "unbanded" and stacked all in the same direction (e.g. no turns). Cartoned inserts should be delivered correctly presented on pallets



- g. No inserts should be delivered in shrink wrapped packs
  - h. Each pallet, or unpalletised box, of inserts should display a sample of the insert together with a suitable label (see below) which states the name and date of the publication, and the quantity of the inserts contained on the pallet or in the individual box
- \* Inserts which are badly or incorrectly packed or presented will be subject to an additional handling charge or rejected

### CONTACT INFORMATION

If you do not understand anything of the above or do not think that your insert can be supplied as requested then please contact:  
David Cumming  
e: david.cumming@emap.com  
t: 020 7728 4120

**PLEASE ATTACH THESE LABELS TO YOUR BOXES OF INSERTS**

# INSERTS

FOR

**TITLE OF MAGAZINE**

**DESCRIPTION OF INSERT**

**DATE OF INSERTION**

**PUBLISHER**

**TOTAL QTY**

**TOTAL No. BOXES**

**PLEASE ATTACH THESE LABELS TO YOUR BOXES OF INSERTS**