

Sticker cards:

The pasting of samples, adhesive cards, postcards and brochures is possible on the first page of a section in the magazine. This is always a right-hand page. The adhesive space for an adhesive card is 30 mm from the back and 25 mm from the upper, lower and side edge.

Paper specifications	: minimum 135 grs paper
Maximum weight	: 25 gram
Minimum format	: 85 x 65 mm (creditcardformat)
Maximum format	: 190 x 160 mm

Stapled supplements (for stapled sewn):

It is possible to stitch an insert into the magazine. This can be done either centrally between two sections or a through-stitcher (one section at the front, another at the back).

Minimum format	: 120 x 150 mm (incl. +5mm header cut-off)
Maximum format	: 202 x 267 mm (incl. +5mm header cut-off, +5mm at bottom, +4mm on left-hand pages and +8 mm flap on the right-hand pages)

For stapled supplements **4+ pages** the top must be closed. This makes pre-stapling unnecessary. The closed top is cut off when the magazine is processed.

Loose supplements:

It is possible to enclose a loose supplement in the magazine. A loose supplement is 'underlaid' in the magazine, i.e. underneath a page and free from the seal.

Minimum format	: 105 x 148 mm (A6)
Maximum format	: 202 x 267 mm
Maximum weight	: 120 gram (should never be heavier than magazine)
Folding method	: a folded attachment should preferably have one long closed side

Delivery:

Deadline for submitting material to the Printer/Binder: 2 weeks before the publication date

Copies should be delivered as follows:

- Deliver on tied europallets (80x120 cm). Reinforce the corners with cardboard, wrap everything including the pallet in wrapping foil.
- When delivering different inserts at the same time (also for different editions of the same title) present them on **separate pallets!**
- Stacks as high as possible, preferably **NOT** stacked alternately. (A cover sheet may be placed on top of a layer). If they are stacked alternately, they should be delivered in clusters of as large a number as possible (at least 250 copies, preferably more) and the various layers must be separated from each other (sheets between). Please pack them in packages of about 15 cm high, with a maximum of 1 bundle strap. NOT in shrink wrap.

Important:

Ensure that the shipment is delivered with a separate example of the inserts and an accompanying packing notice. The packing notice must include the following information:

- Which insert it concerns
- The title and the edition date for which the insert is intended
- The number of copies delivered on the pallet
- For multiple pallets for one title, please indicate how many pallets there are and which pallet belongs to the delivery (e.g., 1 of 3; 2 of 3; 3 of 3)

Printer address:

Roularta Media
Attn. Griet Vanderyse
Meensesteenweg 300
8800 Roeselare BELGIUM

Email sight copy (PDF) to:

traffic@roularta.nl
With reference to: Title Magazine+edition
and publication date

With reference to: the number of inserts, title of the magazine, the edition and publication date

If the inserts are not delivered according to specifications additional costs will be billed and the accuracy of the placement can no longer be guaranteed. Please contact our Traffic department for more information:

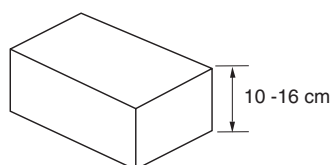
T +31 (0)20 210 5450 or by email: traffic@roularta.nl

STACKING INSTRUCTIONS AND PALLET SPECIFICATIONS

FOR DELIVERY OF PRODUCTS THAT ARE HANDLED BY RPR

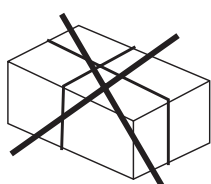
(1/2)

The material should be delivered per language and per edition on a separate pallet. Every supply of material should be accompanied by a note of dispatch containing at least the following information: the client's name, the advertiser's name, date and title of the edition and language, the subject and a reference to the corresponding order number. If there are different versions, a separate pallet should be delivered for each version.



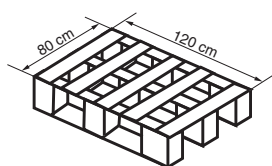
Packet height

- The packet must be at least 10 cm high.
- Make sure all packets are level in each pallet layer.
- Please avoid cross stacking as much as possible.



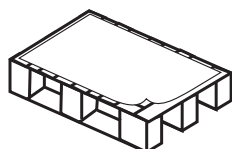
No wrapping

- Do not tie up the individual packets or wrap them in plastic film.
- A band around the packets can damage the brochures.



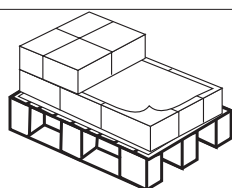
Use stable Euro-pallets

- Recommended pallet size: 120 cm by 80 cm.
- For easy handling, the pallets must be able to be handled on all four sides by a pallet transporter or fork-lift truck.



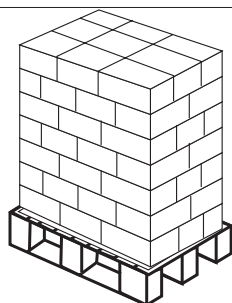
Protective sheet on pallets

- Lay a strong sheet of cardboard on each pallet to avoid the bottom layer to become dirty or damaged.
- A sheet of plastic should also be provided if the pallet is wet.



Protective sheet between pallet layers

- A sheet of cardboard should also be laid between pallet layers in order to improve stability during stacking.



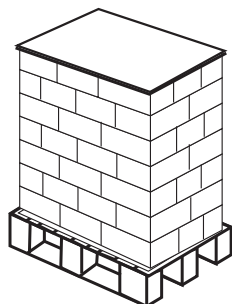
Straight stacking

- Stack the packets as closely as possible.
- The packets must not stick out along the sides of the pallet.
- The packets in each pallet layer must be level.
- Straight stacking reduces the risk of damage to the brochures.

STACKING INSTRUCTIONS AND PALLET SPECIFICATIONS

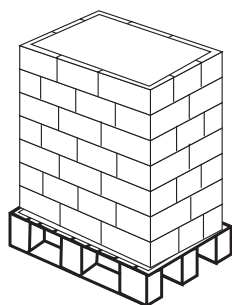
FOR DELIVERY OF PRODUCTS THAT ARE HANDLED BY RPR (2/2)

The material should be delivered per language and per edition on a separate pallet. Every supply of material should be accompanied by a note of dispatch containing at least the following information: the client's name, the advertiser's name, date and title of the edition and language, the subject and a reference to the corresponding order number. If there are different versions, a separate pallet should be delivered for each version.



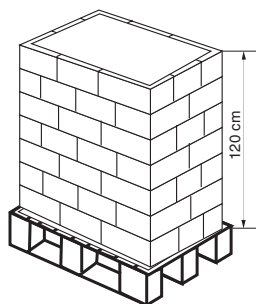
Covering on top of each pallet

- If the pallets are not stacked, the top of the pallet can simply be covered with a sheet of cardboard.
- If the pallets are stacked, the top should be covered with a wooden board.



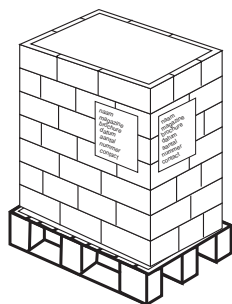
Pallet weight: max. 1,000 kg

- 1,000 kg is the maximum weight per pallet. Pallets weighing more than that cannot be handled by a pallet transporter.



Stacking height: max. 120 cm

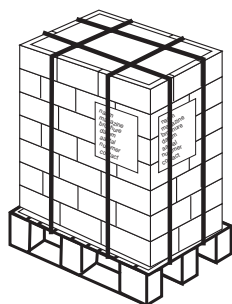
- If the stacking height exceeds 120 cm, manual unloading becomes difficult and the pallet becomes unstable.



Packing sheets

Please affix on two sides of each pallet a packing sheet with the following details:

- Name of the customer
- Name and language of the edition in question
- Name of the brochure
- Date of the insert
- Total number of brochures per packet
- Individual pallet number
- Pallet weight
- Name (contract), address and telephone number of the printer



Tie up the pallet or wrap it in plastic film

- We advise you to tie two bands in each direction so as to distribute the pressure and to ensure the stability of the stacking.