

Printed matter- and delivery specifications - sealed distribution

Specifications of your printed matter

To be able to process your flyer properly, your printed matter has to meet the following specifications:

Dimensions		
Sizes	Minimal	Maximal
Length	150 mm	330 mm
Width	100 mm	250 mm
Thickness	8 mm	

NB: The length is measured along the folding- or binding side of the flyers. If the printed matter you delivered is larger than the standard size, there will be surcharges. Delivering of printed matter larger than the standard size or smaller than the maximal size is only possible after consultation

Paper specifications			
Sort of paper	1 sheet g/m ²	2 sheet g/m ²	>4 sheet g/m ²
Minimum weight standard paper	80	57	47
Minimum weight machine coated	90	57	47

- All printed matter has to have at least one all closed (back)side so it can be processed by machine.
- The guideline for machine suitability is that the paper can weigh a maximum of 200 g per square meter and 150 g per flyer.
- The suitability of deviating formats and weights is determined per case.
- The quality of your printed matter and the delivery determine the quality of the processing.

Anomalies

If your printed matter has special shapes or deviating sizes, please contact us. We will be happy to look at the mechanical processing possibilities of your printing.

The following printing varieties are limited and possible to be processed mechanically under particular conditions:

- Products packed in foil;
- All shapes that deviate from rectangular;
- Paper bags;
- Flyers with a double folded front- or back side;
- Flyers (partially) made with one or more perforations.

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We will be happy to test mechanical processing of the printed matter mentioned above.

Not to be processed mechanically:

- Plastic and paper bags;
- Zigzag folded products;
- Fully punched shapes.

For other deviating printed matter or when in doubt, please contact your InovaMedia BV contact.

How to deliver

You should deliver your printed matter free of charge and according to the following specifications:

- In packages of not more than 500 pieces with a maximum weight of 8 kg per package. Per package apply maximal 2 turns.
- Tie the packages cross bond (no banderol) and the numbers per package have to be equal.
- The name of the printed matter has to be visible.
- Deliver editions, different names and/or addresses per imprint separated per pallet. The name and address of the branch manager (dealer) has to be visible on top or bottom of each package and on the printed matter.
- The delivered printed matter should be provided with a carriage note.

Points of interest delivery on pallets:

- The printed matter has to be delivered on Euro pallets.
- Pallets with printed matter should be stackable.
- The packets have to be stacked and tied in such a way that during transport no material can fall off the pallets.
- Pallets must have a pallet card.

Points of interest pallet card:

On the pallet card following data should be mentioned:

- The name of the printed matter;
- The number of packages;
- The number of flyers per package.

Points of interest carriage note

On the carriage note following data should be mentioned:

- The client;
- The shipper;
- Total number per pallet;
- Number of pallets;
- Name of the printed matter;
- Number of packages per pallet;
- Total number.

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Specifications of your delivery

In the offer you received by InovaMedia BV is stated where you have to deliver your printed matter. This will be at one or more of the regional depots of InovaMedia BV or at our central delivery point Sluyter Logistics Tilburg B.V. * in Tilburg.

Point of interest for the delivery:

- We store your printed matter for a maximum of five working days before the final delivery date at no charge. When you deliver your printed matter too soon we charge storage costs.
- Your final order confirmation should always be present five working days before you deliver your printed matter. Ask your contact when you have any questions about this.

**When you deliver your printed matter at the central delivery depot of Sluyter Logistics Tilburg B.V. in Tilburg please use the printed matter registration form. You can send this form to form to Sluyter Logistics Tilburg B.V. at least 24 hour before you deliver your printed matter. We will send you this form. On this form the opening hours of Sluyter Logistics Tilburg B.V. are stated.*

Incorrect delivery

When your printed matter does not comply with the required specifications, this can cause extra costs. These costs are passed on to you fully. More information on this subject can be found in our general Conditions. One can think of:

- Extra transport - or bundling costs.
- Extra distribution costs. We can decide by mutual agreement to distribute your printed matter another time.
- Storage costs.

An incorrect delivery can also have consequences for the quality of your distribution:

- An incorrect delivery cancels a number of internal checks during the preparation of the sealing stage. This can lead to a negative influence on the distribution quality.
- It could also happen that parts of your printed matter will be unusable, resulting in your printed matter not being distributed completely.

We do not accept any responsibility for possible flaws and delays in the distribution as a result of an untimely or incorrectly delivered batch of printed matter. See for the General Conditions of InovaMedia BV our website www.uwfolderverspreiding.nl. With any questions you can always contact us on telephone number +31 774660189.

Delivery schedule

Delivery location printed matter	Delivery moment	
	Delivery location Tilburg	InovaMedia BV
Non-editions	At the latest Monday 12:00 the week before distribution	At the latest Tuesday 12:00 the week before distribution
Editions	At the latest Friday 12:00 two weeks before distribution	At the latest Monday 12:00 the week before distribution