

Printed matter and delivery specifications unsealed/separate distribution

Specifications of your printed matter

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

Dimensions:

	Minimal	Maximal
Length	140mm	330mm
Width	90mm	240mm
Thickness		8mm

* The length is measured along the folding- or binding side of the flyer

NB: Delivery of printed matter with deviating dimensions is only possible after consultation.

Paper specifications:

Sort of paper	1 sheet g/m2	2 sheet g/m2	4 sheet g/m2
Minimum weight standard paper	80	57	47
Minimum weight machine coated	90	57	47

- The guideline for machine suitability is that the paper can weigh 200 g/m2 and 100 g/flyer maximum.
- The printed matter has at least one straight side.
- Folded printed matter or printed matter with multiple pages should have at least one fully closed (back)side in order to be processed mechanically.
- Printing ink should not run.
- 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.

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

- Products wrapped in foil and sticker sheets;
- All shapes that deviate from rectangular;
- Paper bags;
- Flyers with a double folded front- or back side;
- Flyers partially fitted with one or more perforations;
- Ex-cart/outsert: outside flap which is smaller than brochure.

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

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Not to be processed mechanically

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

Delivery specifications

The delivery of the batch should only take place after consultation with the order coaches from the door-to-door department of InovaMedia BV.

How to deliver

You have to label your printed matter with labels provided by InovaMedia BV and deliver it on the agreed place and time, as follows:

Printed matter

- Don not bundle too tight (prevents tearing of the flyers);
- No slanting or incorrect cut printed matter;
- No curled-up backs;
- Printed matter nice and straight stacked on the pallets or trolley.

Bundles of printed matter

- a) The bundles of printed matter are all of the same size/content.
- b) The bundles are cross-bound with Strapex or rope. Banderol or elastic band is not allowed.
- c) The bundles are not heavier than 8 kg/bundle.
- d) Up to 300 pieces per bundle do not compensate. With more than 300 pieces per bundle maximal 2 turns (example: size of the bundle 500 pieces (2x250)). In case of more turns per bundle the batch will be qualified not machine suitable.
- e) With less than 100 pieces per bundle, round the bundle to a multiple of 10.
- f) When delivery is done in boxes and the bundling is not according points a) and b) than the maximum weight per box is 20 kg.
- g) The name of the printed matter must be visible.

Transport units

- Your flyers can be delivered preferably on pallets (not possible on the local drop-off locations), on trolleys or in mailbags. You can consult with our employees how to get a hold of mailbags and/or trolleys.
- Maximum weight per mailbag is 20 kg.
- Trolleys: minimum load is 100 kg and maximum load is 325 kg (390 kg, incl. trolley).

In case your printed matter has special shapes, deviating weight or sizes, you can contact us on +31 774660189. We are happy to provide a suitable solution for your distribution.

- When delivery is done on pallets: size Euro pallet 80x120 cm (no deposit).
- Pallets with printed matter must be stackable.
- Load height pallet: max. 135 cm (incl. pallet 150 cm).
- Maximum weight per pallet 650 kg (excl. pallet weight).
- The bundles should be stacked and secured on the pallet, in a way that during transport nothing can fall off the pallets (seal/strap).
- Pallets provided with a pallet card.

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Editions, versions or flyers with imprint

- Per pallet (trolley or mailbag) only one imprint is present. When this is not possible for volume reasons, then the imprints must be clearly sorted and separately packed on the pallet (using separating sheets).
- On the pallet card state the flyer imprint(s).
- When there are multiple editions, imprints or versions the first delivery must be accompanied by a survey with pallet number and imprint concerned.
- The flyer impression is visibly stated on the top or bottom side of the bundle.

Labelling

- You receive labels from InovaMedia BV; these must be used when delivering to central and local (InovaMedia BV drop off locations) locations.
 - Bag labels for mail bags;
 - Trolley labels;
 - Pallet cards;
- Following data is necessary on the labels:
 - Name principal (customer);
 - Name sender (printer);
 - Name of the flyer;
 - Order number and week number of distribution (NB: week number is not always the same as run number of flyer);
 - Number of bundles and numbers of flyers per bundle;
 - Total number of flyers per mail bag, trolley or pallet;
 - Transport unit number, for example pallet 1/3 is pallet number one of three;
 - Multiple imprints per trolley or pallet must be stated on the labels.

Carriage note (in case of pallet or trolley-transport and central delivery)

On the waybill the following data is stated:

- Principal and sender;
- Order number(s);
- Total number of transport units;
- Name(s) of the printed matter;
- Number of bundles per transport unit;
- Total number of pieces;
- Number of pieces per bundle.

* The waybill complies with the conditions of a CMR

Different orders and flyer names must be stated separately on the carriage note. When delivered badly there will be signed conditionally.

Incorrect delivery

If your printed matter does not meet the required specifications, it could not only affect the quality of your distribution, it could also bring extra costs:

- Extra transportation costs;
- Extra bundling costs;
- Extra distribution costs;
- Storage costs.

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* After consultation we can decide to distribute your printed matter at a different moment

Delivery for multiple distribution weeks

If your printed matter has to be distributed in several weeks, you have to deliver the needed print run per distribution week.

Delivery schedule

Printed matter	Central (Utrecht)	Local (region)
Uniform flyers	At the latest Monday 18.00 the week before the distribution	At the latest Wednesday 12:00 the week before distribution
Government	At the latest Tuesday 18:00 the week before the distribution	At the latest Thursday 12:00 the week before distribution
Specials	After consultation	

* If there are multiple suppliers/deliverers/transporters then for each of them the same agreements regarding the distribution apply