
Specifications standard insert

January 2020



**SENEFELDER
MISSET**

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1 Definitions

Plus Pro Position This is an umbrella term for all kinds of products excluding quires which are added to the magazine.

Quire This is defined as at least eight pages of folded printing that is sewn into a magazine. The net format is equal to the net format of the magazine.

Supplements Also referred to as inserts and outserts. These are defined as at least eight pages of folded printing that are sewn into a magazine. A supplement is in the spine at maximum equal to the gross height, or in width at maximum equal to the gross width of the magazine.

Paste supplements Also referred to as plus pro positions. These are defined as printing that is pasted in or on the magazine. The format is both smaller in height and width than the net format of the magazine.

Inserts These are defined as printing that is loosely inserted between the pages of the magazine. The format is smaller in both size and height than the net format of the magazine.

Pre-stitchers These are products that have undergone one or more modifications on a saddle stitcher before being sewn into the original magazine. The purpose of these is to generate extra positions within one title.



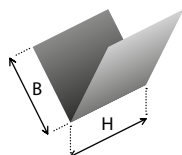
- Valshart** Valshart products are defined as: Products that have undergone one or more modifications on a saddle stitcher before being sewn into the magazine. The purpose of this is to move the supplement that is sewn into the quire to the front or back on a quire division.
- Poster** A poster is a supplement in which two 5 mm sides must match the magazine format if there are eight or more folded pages.
- Stickers** These are defined as supplements or pasted supplements that are printed on two-layered paper of which one layer is adhesive.
- Specials** These are defined as other types of partial products which can be mechanically added to a magazine.
- Point on Point** These are defined as folded quires or supplements that are equal to each other in width in both the front and back sections. With products of more than four pages a closed head or tail is necessary for processing.
- Carry-over** This is defined as the difference in width between the front and back sections of a supplement or quire. This difference is necessary to be able to open the product with grips in order to place it on the belt. The standard size is 10 mm.
- Dis-balance** Supplement is dis-balanced: this applies when the weight ratio of 2/5 versus 3/5 is exceeded.



2 Stitched binding

2.1 Stitched binding - sewing

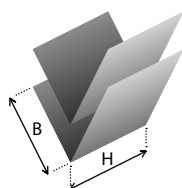
Sections with carry-over



	Maximum	Minimum
Height	326 mm	105 mm*
Width	250 / 260 mm	105 / 115 mm
Number of pages format	72 with 56 g/m ²	4 with 120 g/m ²
Carry-over	12 mm	8 mm

* If the section to be processed is more than 24 pages, the minimum height is 148 mm

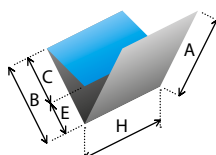
Supplements with carry-over and/or posters



	Maximum	Minimum
Height	326 mm	105 mm
Width	250 / 260 mm	105 / 115 mm
Number of pages format up to A5*	72 with 56 g/m ²	4 with 120 g/m ²
Number of pages format A5 or smaller	32 with 56 g/m ²	4 with 120 g/m ²
Carry-over	12 mm	8 mm

Prior consultation is required with posters. A removable poster is always sewn along with the rod with Threadless binding. * If the section to be processed is more than 24 pages, the minimum height is 148 mm

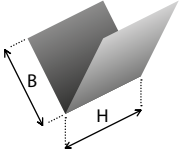
Supplements 6 pages wrap sleeve with carry-over (= disbalanced supplement)



	Maximum	Minimum
Height	326 mm	105 mm
Width A / B	260 / 250 mm	115 / 105 mm
Width C	246 mm	40 mm
Width E	210 mm	4 mm
Number of pages	6	6
Weight	180 g/m ²	120 g/m ²

The flap must be attached with a drop of glue at the head or tail.

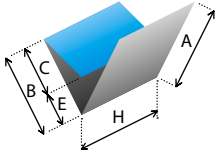
Point on point supplements



	Maximum	Minimum
Height	326 mm	148 mm*
Width	260 / 260 mm	115 / 115 mm*
Number of pages A4 format	72 with 56 g/m ²	4 with 120 g/m ²
Number of pages format A5 or smaller	40 with 56 g/m ²	4 with 120 g/m ²
Carry-over	0 mm	0 mm

With more than 4 pages, the point on point supplement must have a closed head

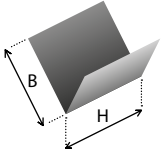
Supplements 6 pages wrap sleeve point on point (= dis-balanced supplement)



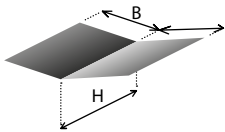
	Maximum	Minimum
Height in mm	326 mm	148 mm
Width in mm A / B	260/260 mm	140/140 mm
Width in mm C	256 mm	40 mm
Width in mm E	220 mm	4 mm
Number of pages	6	6
Weight	250 g/m ²	120 g/m ²

The flap must be attached with a drop of glue at the head or tail.

4 page supplement with larger carry-over (= unbalanced supplement)



	Maximum	Minimum
Height	326 mm	148 mm
Width	260 / 260 mm	115 / 115 mm
Number of pages	4 with 250 g/m ²	4 with 135 g/m ²



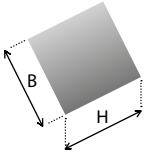
Plano folded supplement

	Maximum	Minimum
Height	326 mm	105 mm
Width	480 (2x 240) mm	150 (2x75) mm
Number of pages	2 with 250 g/m ²	135 g/m ² MC 120 g/m ² HVO

Supplement types not described in our brochure must always be discussed with your contact person at Senefelder Misset whether these will be taken into production.

2.2 Stitched binding - Pasting

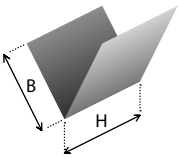
Paste card



	Maximum	Minimum
Height	240 mm	90 mm
Width	210 mm	90 mm
Number of pages	2	2
Weight	200 g/m ²	135 g/m ² MC 120 g/m ² HVO

A distance of at least 25 mm must be maintained from the cut-away.
The attachment of a paste card on page 1 of the cover is only possible in consultation.

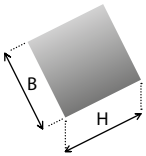
Paste folders / brochures



	Maximum	Minimum
Height	240 mm	90 mm
Width	210 mm	90 mm
Number of pages	24	4
Weight	60 g/m ²	115 g/m ²

Due to the rigidity of small format books, a realistic ratio must be maintained in regard to the number of pages and the weight in grams. With large format paste folders, the paster must maintain a distance of 25 mm within the cut of the format. Paste folders and books with up to 16 pages must preferably be glued in the spine. If the size is more than 16 pages, it is possible to supply sewn copies. Up to the weight of 25 grams a paste folder falls within the specifications; anything more will require consultation.

Credit cards / passes



	Maximum	Minimum
Height	100 mm	72 mm
Width	80 mm	54 mm
Number of pages	2	2
Weight	300 g/m ²	250 g/m ² MC
On the cover*		
On the inside		

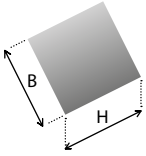
The side of the credit card or pass to which glue is applied should be heat-resistant.
The standard format of a credit card is 85 x 54 mm. A distance of at least 25 mm must be maintained from the cut-away. Depending on the production line, standing or horizontal pasting is possible. That is why consultation is always necessary.

*Pasting on the cover is not possible if a subsequent activity still need to take place, such as Sealing for instance. This activity should be carried out during the sealing.



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Sachets

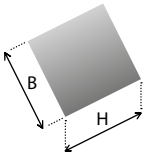


	Maximum	Minimum
Height	190 mm	80 mm
Width	190 mm	65 mm
Number of pages	2	2
Content per cm ²	0.15 ml	n/a

The edge all-around should be at least 5 mm. Up to the weight of 25 grams, the sachet falls within the specifications. Consultation is always necessary for anything above this. The sachet must always be 25 mm within the cut-away of the format. Supply specifications according to 105 D Military standard. The sachet must be able to withstand 1,000 kg of pressure. For the duration of 5 seconds. This is to prevent damage to the magazines due to leakage by the sachets. The sachet must be matte, not (silver or gold) reflective.

2.3 Stitched binding - Inserting

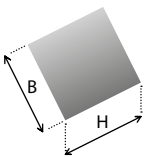
Insert cards (by way of a card blower)



	Maximum	Minimum
Height	210 mm	127 mm
Width	148 mm	77 mm
Number of pages	2	2
Weight	180 g/m ²	135 g/m ²
Position	between sections	between sections

With a large format insert card, a distance of at least 25 mm must be maintained from the cut-away. Card is inserted between the quires.

Insert supplements (by way of Bi Liner)



	Maximum	Minimum
Height	420 mm	210 mm
Width	310 mm	148 mm
Number of pages	2	2
Thickness*	64 pages on 80 g/m ²	2 pages on 100 g/m ²
Position**	back cover**	back cover**

* Maximum thickness of magazine is 20 mm (incl. the supplements!)

**Position; After the cover, if the magazine can hold it in regard to static charge.

With this insert equipment, it is possible to insert 4 supplements in the same place in the magazine. The supplements must be 30 mm smaller than the net width of the magazine. The supplements must be longer than the magazine, but this however depends on various factors. **Please always consult your Order Manager first.**

Supplement types not described in our brochure must always be discussed with your contact person at Senefelder Misset whether these will be taken into production.

2.4 Stitched binding - Pre-stitching and Valshart

Pre-stitching

These are products that have undergone one or more modifications on a saddle stitcher before being sewn into the original magazine. The purpose of these is to generate extra positions within one title.

Valshart productions

Valshart productions are defined as: Products that have already undergone one or more modifications before being sewn into the magazine. The purpose of this is to move the supplement that is sewn into the quire to the front or back on a quire division.

There are two kinds of Valshart products:

1. Valshart in the width equal to the gross section.

With "Valshart" products in which the width of the format is equal to the short or long side of the section, we use the rule that the supplement can be no more than $\frac{2}{3}$ of the weight of the section in which it is sewn. If the supplement is on the long side of the section, the supplement is at the head position at the back of the magazine. (At the tail position of the front part).

If the supplement is on the long side of the section, the supplement is at the head position at the back of the magazine. (At the tail position of the front part)

2. Valshart with small format supplement.

This concerns insert that are wider in width than the section in which they are sewn. The width must then be at least 15 millimetres smaller than the net width of the format of the section. This is necessary so that the supplement can be brought to the back or the front the main production. The format may not be smaller in total width than half of the gross section.

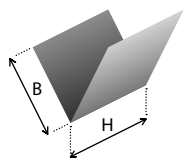


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3 Threadless binding

3.1 Threadless binding - co-binding

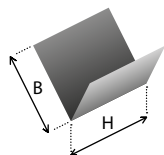
Point on point sections & supplements



	Maximum	Minimum
Height	300 mm	148 mm
Width	260 / 260 mm	110 / 110 mm
Number of pages A4	80 pages on 56 g/m ²	4 pages on 120 g/m ²
Number of pages A5 or smaller	40 pages on 56 g/m ²	4 pages on 120 g/m ²
Carry-over	0 mm	0 mm

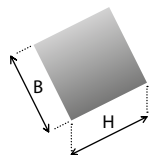
* If supplement < format, keep at least 5 mm within bottom cut.

4 page supplement with larger carry-over



	Maximum	Minimum
Height	300 mm	148 mm
Width	260 mm	110 mm
Number of pages A4	4 pages on 56 g/m ²	4 pages on 135 g/m ²

Cards / 2 page supplement



	Maximum	Minimum
Height	300 mm	110 mm
Width	260 mm	110 mm
Number of pages	2	2
Weight		135 g/m ² MC
	200 g/m ²	120 g/m ² MC

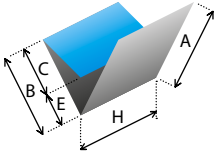
Basic version: card is bound to the long side in the spine. Possible perforation 2.5 cm in the spine. A card that is bound on the short side of the spine must have a width/height ratio of 1.5:1.

Supplement types not described in our brochure must always be discussed with your contact person at Senefelder Misset whether these will be taken into production.



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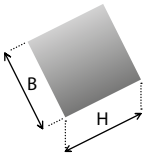
Supplements 6 pages folded wrap point on rod (= dis-balanced supplement)



	Maximum	Minimum
Height	326 mm	148 mm
Width A / B	260 / 250 mm	115 / 105 mm
Width C	246 mm	40 mm
Width E	206 mm	10 mm
Number of pages	6	6
Weight	250 g/m ²	120 g/m ²

The flap must be attached with a drop of glue at the head or tail.

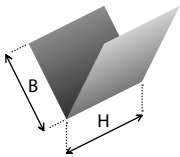
3.2 Threadless binding - Pasting



Paste cards

	Maximum	Minimum
Height	210 mm	85 mm
Width	210 mm	85 mm
Number of pages	2	2
Weight		135 g/m ² MC
	200 g/m ²	120 g/m ² HVO

With large format paste folders, the paster must maintain a distance of 25 mm within the cut of the format.

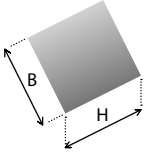


Paste folders and books

	Maximum	Minimum
Height	210 mm	85 mm
Width	210 mm	85 mm
Number of pages	48 on 60 g/m ²	4 on 115 g/m ²

Due to the rigidity of small format books, a realistic ratio must be maintained in regard to the number of pages and the weight in grams. With large format books, the book must maintain a distance of 25 mm within the cut of the format.

Credit cards and passes

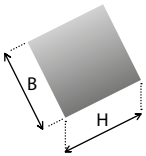


	Maximum	Minimum
Height	100 mm	84 mm
Width	80 mm	54 mm
Number of pages	2	2
Weight	300 g/m ²	250 g/m ²
On the cover		
On the inside		

The side of the credit card or pass to which glue is applied should be heat-resistant. The standard format of a credit card is 85 x 54 mm. A distance of at least 25 mm must be maintained from the cut-away. Both standing and horizontal pasting is possible.

Pasting on the cover is not possible. This is only possible during a subsequent activity, such as during sealing for example.

Sachets

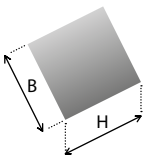


	Maximum	Minimum
Height	190 mm	80 mm
Width	190 mm	65 mm
Number of pages	2	2
Weight	0.15 ml	

The edge all-around should be at least 5 mm. Up to the weight of 25 grams, the sachet falls within the specifications. The sachet must always be 25 mm within the cut-away of the format. The sachet must be matte, not (silver or gold) reflective.

3.3 Threadless binding - Inserting

Insert cards (pasting by way of ionisation)



	Maximum	Minimum
Height	225 mm	148 mm
Width	152 mm	105 mm
Number of pages	2	2
Weight		135 g/m ² MC
	200 g/m ²	120 g/m ² HVO

The card should always at least 25 mm from the edge all-around.

Supplement types not described in our brochure must always be discussed with your contact person at Senefelder Misset whether these will be taken into production.



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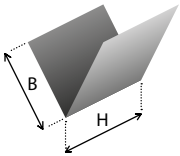
4 Sealing

Definitions for machine configuration

Main input station	For feeding the main product
Blade opener	For opening the magazine in a random location
Vacuum opener	For opening the magazine between the cover and the inside
Supplement station	For placing on top and/or inserting
Addressing station	By way of an ink jet
Stacker	By way of an ink jet
Strapping machine	For strapping bundles

4.1 Sealing - Main product specifications.

	Maximum	Minimum
Height	350 mm	150 mm
Width	300 mm	110 mm
Packet thickness	35 mm	2 mm
Weight		80 g/m ²

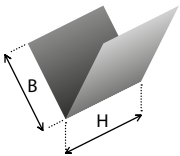


Supplement types not described in our brochure must always be discussed with your contact person at Senefelder Misset whether these will be taken into production.

4.2 Sealing - Supplement specifications:

The thickness of the supplement influences the speed of the machine and the size of the bundle and therefore also the costs. We use the following categories: **Standard** with a thickness of up to a maximum of 3 mm **on average, with** a thickness of 3 to 8 mm and **possibly** with a thickness larger than 8 mm. A combination of placement on top, inserting and placement underneath is only possible in consultation with the Order Manager.

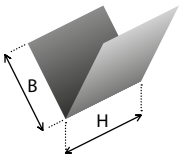
Placing supplements on top (in-line)



	Maximum	Minimum
Height	300 mm	105 mm
Width	210 mm	110 mm
Thickness with placement device	6 mm	1 mm
Thickness with sliding table	15 mm	7
Weight		80 g/m ²

A maximum of 2 supplements in 1 production round. If more is desired please consult the Order Manager.

Inserting supplement

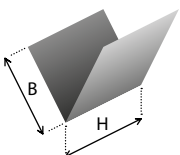


	Maximum	Minimum
Height	330 mm	110 mm
Width	280 mm	105 mm
Thickness	2 mm	1 mm
Weight		80 g/m ²

With inserting, the supplement must be at least 10 mm smaller all-around than the main product!

A maximum of 2 supplements in 1 production round. If more is desired please consult the Order Manager.

Placing supplements underneath (in-line)



	Maximum	Minimum
Height	300 mm	105 mm
Width	210 mm	110 mm
Thickness	4 mm	2 mm
Weight		200 g/m ²

If the supplement needs to be placed underneath the magazine during production, this must be coordinated in advance.



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4.3 Sealing - Special supplements:

Supplements that do not fall under the above specifications are considered special supplements. Upon request, special supplements can be sealed or glued. As a rule, we use two categories for this: **Standard** and **Advanced**. If the supplement deviates to such an extent that it falls in neither of these categories, a price will be determined based on tests.

4.4 Sealing - Foil specifications:

	Maximum	Minimum
Thickness	70 µm	18 µm
Width	700 mm	250 mm

Thickness standard 25 µm

Foil materials PE (printed or non-printed)
 CPP (printed or non-printed)
 Other types of foil available in consultation

Sealing By way of glue
 By way of a coil

Printed foil

The position of the print can be displayed as follows:



The state of the foil is determined by allowing the plate to drop to the bottom of the seal. The printing of the foil must then be in position.

Turn at Header back 3 to 4 mm.



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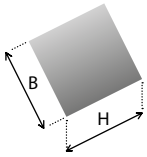
4.5 Sealing - Addressing by way of ink jet:

Number of lines	maximum of 8
Under the foil	on address carrier (at least an A5 and at least 115 g/m ²)
On the foil	on the foil with a white track

4.6 Sealing - Stacking and bundling

	Maximum	Minimum
Bundle height	235 mm	20 mm
Bundle weight	8 kg	-
Strapping: diagonally, single and parallel		

4.7 Sealing - Stickers on foil (not on the magazine)



Stickers	Maximum	Minimum
Height of sticker	100 mm	30 mm
Width of sticker	200 mm	50 mm
Wrap method: roll diameter	260 mm	230 mm
Tube diameter	75 mm	40 mm

Supply on roll, wrap method in advance, coordinate roll diameter and tube diameter with the Order Manager

Supplement types not described in our brochure must always be discussed with your contact person at Senefelder Misset whether these will be taken into production.

5 Supply conditions (half-product)

5.1 Administrative guidelines

Supplied goods/pallets must have pallet labels with:

- the name of the half-product and possible codes;
- the title into which the half-product must be processed;
- the edition number of the title concerned;
- the total number supplied, with specifications in units per package;
- the name of the producer and the client.

The corresponding waybill must include the same information as stated above.

Supply addresses and delivery dates should be stated on the client's order confirmation.

In the event of multiple codes that must be processed into specific titles/editions, these insert must be supplied separately in clearly marked pallets.

If the above requirements are not fulfilled, the client or his representative has the right to refuse the delivery.



5.2 Physical conditions

The supplied goods must be packaged in such a way as to meet the following conditions:

- Products may **not be damaged**;
- Products may **not be crooked or bent**;
- Products may **not be sticky or clingy**;
- Products must **be properly processable in production**.

To prevent that which is stated above, we have summarised the packaging requirements and suggestions below.

Senefelder Misset assumes that the supplier has adequate knowledge and ability to be able to properly supply its specific products while taking the above conditions into account. You can always contact Senefelder Misset.

Bundling

Refrain from using bundling ties to prevent creasing.

Any bundles smaller than 7 cm may result in extra costs that will be charged.

All copies per bundle are required to be stacked in the same direction.

Bundles must be properly separated, both on top and side-by-side.

If stacking is not possible, it is recommended to use boxes or pallet carts while also employing horizontal or vertical partitions.

Boxes and pallet cartons

Weight of the boxes can amount to a maximum of 8 kg.

Boxes may not be dented or damaged.

Whenever possible, related boxes should be stacked on the same pallet.

Pallets

Pallets should come properly packaged in wrap or foil.

If necessary, a sturdy layer of in-between sheets should be used between the layers.

Use angle brackets if necessary.

Products should stay in pallet.

Preferably use Euro pallets: these can be exchanged.

Use of pallet boxes is not permitted. Pallet cartons are exception to this rule.

Do not stack printed materials that have a UV lacquer higher than 80 cm. Pallets must be marked with *DO NOT STACK*.

Additional conditions

Piles and poles

In consultation, it is possible to supply in piles, as long as the physical conditions are respected.

Stagger stitching

If the stacking requires it, you may supply stagger stitched half-products.

Perforating

With perforated products, the perforation may not lead to tearing during or after the mechanical processing.

Inline stitched products

Stitched and half-products must be flat and closed.

Flow packs

The flow packs must **lie** in one direction and never be placed in a standing position on the seal seam. When packing, be especially careful not to deform the seal seam. Use partitions between the rows. Use suitable boxes of a maximum of 8 kg. To prevent deforming, use partitions and boxes that are 10 cm higher than the flow packs. The boxes must be stacked in an organised fashion so that the bottom layers are not dented or damaged.

Sachets

Pressure resistance: the sachets must be able to stand a pressure of 1,000 kg for 5 seconds. This is to prevent damage to the magazines due to leakage by the sachets. The manufacturer is required to test the sachets during production according to the Military Standard 105 D-norm. The sachet must be matte, not (silver or gold) reflective.

Seal edges: to prevent leakage due to the grips of the pasting device, the seal edges of the sachets must be at least 10 mm wide. The above does not apply to seal edges that do not contain liquid or to sachets that are sealed along with the magazine as ordered. The required pressure resistance shall continue to be in effect undiminished in all cases. For the proper processing of magazines, it is absolutely required that the sachets and especially the seal edges are as flat as possible.

Packaging: the sachets must be supplied standing straight up in one direction and in boxes with approx. 500 sachets in each. The rows of sachets must be separated by partitions. To prevent deforming of the seal edges the boxes and the partitions must be 10 mm higher than the sachets. Use suitable boxes of a maximum of 8 kg.



General

Every request for information, questions about specifications or deliveries should be addressed to the client and to the processor concerned.

If the delivery does not meet the administrative guidelines and/or physical conditions, Senefelder Misset reverses the right to refuse the delivery.

With early deliveries, Senefelder Misset is entitled to charge the client for storage and administration costs without prior notice.

Senefelder Misset accepts no liability for the content and consequences of agreements that concern the transaction in question made with third parties, unless Senefelder Misset has expressly provided its approval thereof.

Storage of delivered product parts: Without prior notice, delivered product parts issued by you will be immediately destroyed after processing. Only in consultation with your contact person at Senefelder Misset is a deviating arrangement possible.



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MISSET**

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