



# Submitting your inserts and add-on products

July 2020

Would you like to include an insert or add-on product in your publication? In that case, we expressly request that you communicate the conditions set out below to your advertisers or other suppliers such as printers, advertising agencies, etc. These can be requested via your order manager at Senefelder Misset.

## General terms and conditions of delivery

If the delivery does not meet the conditions set out below or if the delivery is offered earlier than the delivery date set by us, Senefelder Misset reserves the right to refuse the delivery. After your publication has been processed, the supplied product parts will be destroyed immediately without prior notice. This agreement may only be varied by consultation with your contact at Senefelder Misset.

## Administrative support

Delivered goods/pallets must be labelled with:

- The name of the insert
- Where a code is used for the insert, include an explanation and meaning of the codes
- The magazine to which the insert is to be added
- Date of publication and/or edition number of the title concerned

- Name of your order manager at Senefelder Misset
- The total number delivered, specified in units per sub packaging

The accompanying consignment note must bear the same information as above.

If there are different codes, regarding which specific magazines/publications need to be processed, the inserts must be delivered separately on clearly marked pallets. We request that you do not supply multiple versions of the inserts on one pallet.

## Receipt

The inserts must reach us up to seven working days but at least three working days before dispatch of the title in question. For titles with an adhesive binding, different lead times may apply. For this reason, always contact your order manager.

You can submit your inserts to our dispatch department from Monday to Friday between 8.30 am and 4.30 pm.

## Senefelder Misset

For the attention of name order manager and stating the magazine name

## Dispatch Department

Mercuriusstraat 35  
7006 RK Doetinchem

## Physical conditions

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

- No damage
- Not warped and/or bent
- Do not paste and/or stick
- Good processing capability

## Batches

Do not use straps to prevent warping. Any partial layers smaller than 10 cm will result in additional costs. Each layer or batch must be stacked facing the same direction. Layers or batches must be clearly separated, either above or next to each other. If stacking is not possible, we recommend the use of boxes or pallet boxes using horizontal and vertical partitions.



Batches



(Pallet) boxes



Sealed pallets with edge guards



Content labeled pallet box

## Boxes and pallet boxes

Full boxes must be easy to handle and comply with occupational health and safety standards. Boxes must not have dents or be damaged. If possible, we would like to receive the boxes stacked on pallets.

## Pallets

Pallets must be well packed, if possible in wrapping or shrink film. If necessary, place sturdy intermediate sheets between the various layers and use corner reinforcements. Inserts must fit inside the pallet. Preferably use Euro pallets; these will be returned. Use of pallet crates is not permitted. An exception to this are pallet boxes. Do not stack UV coated printing higher than 80 cm. In this case, pallets must be marked with a *do not stack* label.

## Additional conditions

### Piles/rods

By mutual agreement, inserts can be delivered in piles, taking into account the physical conditions mentioned above. Always first contact your order manager.

### Perforation

In the case of inserts with perforations, the perforation must not be able to tear during or before machine processing.

### Sachets

#### Pressure resistance

The sachets must be able to withstand a pressure of 1,000 kg for five seconds. This is to prevent magazine damage due to leakage of the sachets.

#### Sealing edges

To prevent leakage caused by the grippers of the adhesive device, the sealing edges of the sachet must be at least 5 mm wide. The latter does not apply to sachets without liquid or sachets that, in accordance with the order, are to be sealed together with a magazine. The required pressure resistance remains in force in all cases. An absolute prerequisite for correct incorporation into magazines is that the sachets, and in particular the sealing edges, are as flat as possible.

#### Packaging

The sachets must be delivered upright in one direction in boxes of approx. 500 units. The rows of sachets must be separated using dividers. To prevent deformation of the sealing edges, both boxes and dividers must be 10 mm higher than the sachets. Use easy-to-handle boxes.

## Tests

To check whether the sachet can be incorporated into the magazine, ten copies are required for a first assessment. These must be delivered four weeks before start of production. If the test assessment shows that an adhesive test is required, at least 1,000 sachets are required for further tests (per magazine).

Provide a layout of the desired position on the page for conducting the most effective adhesive testing procedure. The assessment and the adhesive test, if any, also apply to sachets that do not contain liquid. Acceptance of the job and the final pricing for gluing or otherwise including sachets in the magazine, depend on the initial assessment and any adhesive test to be carried out.



**SENEFELDER  
MISSET**

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