

ONSETS SPECIFICATION

GENERAL:

Capacity for onsets in the publication is as follows:

- The printer will have the capability to polywrap up to 80% of the order from the publisher and to bulk pack the balance.
- The publisher may include 8 onsets to include Live and YOU magazines plus 6 other onsets of which 2 may be tabloid newspaper products.

IMPORTANT:

- The following types of onsets may be included in the publication.

PRODUCT	PAGINATION	SIZE
Magazine	2 – 128 pages	Stitched, Spine Glued or folded From A5 up to 330mm x 265mm
Promotional CD	In cardboard or paper sleeve	125mm x 125mm
Newsprint	16 – 96 pages	From A4 up to Tabloid (330mm x 265mm)
Newspapers	24- 160 pages	330mm x 265mm
Single Sheet	1 page (paper or cardboard)	From 125mm x 125mm up to A4
Magazine	48 – 128 pages (up to 8mm thick)	Glossy Perfect Bound Magazine (usually A4 or A5 size)
Promotional DVD *	In plastic wallet	190mm x 135mm x 15mm plastic case
Promotional CD/DVD *	In thin jewel case	142mm x 125mm x 19 mm solid plastic case

* Note: This option is not currently available, but may be introduced after consultation.

- If the number of copies of the newspaper onset which exceeds 96 pages represents more than 10% of the total order for the polywrapped package then the delivery and despatch schedules shall be amended for that issue as agreed.
- This list is not exhaustive and other types of onset may be required to be included in the publication.
- Other types of onset are subject to sample testing. The printer shall use its best endeavours to accommodate the publisher's requirements in respect of onsets.
- The normal maximum pack thickness will be 30mm, however on occasions this may be increased to 45mm in which case up to 600,000 copies of any issue will be inclusive with polestar reserving the right to charge a premium for quantities in excess of this figure.

DELIVERY

The printer's insert manager, on receiving this information will issue a bindery goods delivery number. Quoting this number to the security office at the gatehouse will give the transporter access to the bindery warehouse. The security officer will not allow access without this number. To arrange delivery contact Ruth Hare at Polestar Sheffield on 0114 284 1705 (direct) or 07740 067467 (mobile).

Delivery advice notes must accompany all deliveries and include the same information given to the insert manager for booking in.

Delivery times are Monday - Friday 06:00 – 22:00 hours.

SAMPLES OF ALL MATERIAL MUST BE SUBMITTED FOR APPROVAL PRIOR TO BOOKING