

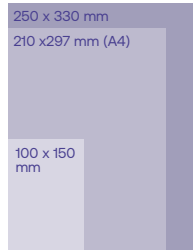


# Printing and delivery specifications

In order for us to be able to process your flyer properly, your printed material should meet the following specifications:

## Specifications for your printed material

maximum size



minimum size

Dimensions	Minimum	Maximum
Length	150 mm	330 mm
Width	100 mm	250 mm
Thickness	8 mm	

### Points of attention for dimensions:

- The length is measured along the folding or binding side of the flyers. (The closed side of the printed material)
- The thickness specifications depend upon the dimensions of the printed material. If the minimum dimensions are used, then the maximum thickness is 4 mm.

Please note: If your printed material is larger than the standard size, you will be charged extra. Delivery of printed material that is larger than the standard size and smaller than the maximum size is only possible in consultation due to the extra processing costs involved.

## Paper specifications

Paper type	1 sheet g/m <sup>2</sup>	2 sheets g/m <sup>2</sup>	>4 sheets g/m <sup>2</sup>
Minimum weight of standard paper	80	57	42
Minimum weight of machine-coated paper	90	57	42

- Each printed item must have at least one completely closed side or back in order to be mechanically processed.
- The guideline for machine suitability is that the paper should weigh no more than 300 g per square metre and 150 g per flyer.
- The suitability of other sizes and weights will be determined on a case-by-case basis. For this, you should contact our Sales department.
- The quality of your printed material and the delivery are essential for the processing phase.

Should your printed material have special shapes, non-standard dimensions or non-standard weights, please contact our Sales department on **+31 (0)88 84 24 200**. Our account managers are available to look at the mechanical processing possibilities for your printed items.

### Unusual printed materials:

For the following unusual printed materials, mechanical processing may be limited and subject to conditions. These unusual printed materials must be mechanically tested in advance:

- Poly-wrapped products.
- Non-rectangular items.
- Machine-folded paper bags.
- Flyers that are folded double towards the front or back (see Figure 1).

figure 1



- Flyers with one or more full or partial perforations.
- Oblong leaflets (open side is longer than closed side)
  - Open side max 250 mm and closed side minimum 150 mm
  - Falls under manufacturability

We are happy to test your printed material for machine suitability. For this we prefer to receive 250 test flyers, at least six weeks before distribution. If this is not feasible, we ask you to contact your contact person. He/she is happy to discuss the possibilities with you.

### The following products cannot be machine processed:

- Plastic and paper bags.
- Zigzag folded products (see Figure 2).
- Fully punched shapes.

If your printed material varies in any other way or if you are unsure about any aspect, please contact your Spotta contactperson for advice.

figure 2

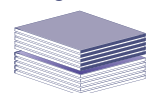


figure 3



Bundles must be no heavier than 8 kg

figure 4



Bundles must consist of no more than two stacks

figure 5



Crosswise binding of the bundle

figure 6



Clear separation between different versions

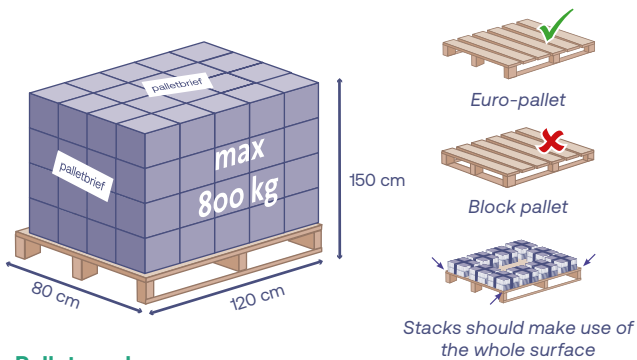
## Delivery method

Your printed material should be delivered postage paid as follows:

- In packs of no more than 500 copies bundled together with a maximum weight of 8 kg per pack (see Figure 3).
- There should be no more than two stacks per package (see Figure 4).
- The packs should be bound crosswise using strapex bands (no paper bands), and the packs should contain equal numbers of flyers (see Figure 5).
- The name of the printed material should be clearly stated on the packages.
- Deliver printed material with different editions, names and/or address changes per impression on separate pallets, clearly stating the name and address of the branch manager (dealer) on the top or underside of each pack and on the printed material. (see Figure 6).
- The delivered printed matter must be accompanied by a specified consignment note.
- Upon arrival, the carrier must report the consignment note at an Expedition Employee.
- It is not possible to have a PostNL Port payment on the printed matter, we are not allowed to distribute this and is therefore rejected.

### Delivery on pallets:

- The printed material must be delivered on Euro-pallets or good quality Euro-type pallets. If delivery is done other than a euro pallet or euro pallet format, we will charge you € 100.
- Upon delivery on Euro-pallets, the equivalent number of used Euro-pallets will be immediately given in exchange. If the pallets are not directly exchanged, the right to return is lost.
- Pallets containing printed material must be stackable.
- The packages must be stacked and bound in such a way that no materials can fall off the pallets during transport.
- Pallet cards must be displayed on the long and short sides of the pallet.
- The maximum weight of the pallet is 800 kg.
- The maximum height of the pallet (including the pallet itself) is 150 cm.



### Pallet card:

The following information should be included on the pallet card:

- The name of the printed material.
- The number of packages.
- The number of flyers per package.
- The total number of flyers on the pallet.
- The distribution week.
- The printer.
- The flyer number.

### Consignment note:

The following information should be included on the consignment note:

- Name of client.
- Name of sender.
- Name of printed material. If there are editions, the name and/or address changes per impression should be noted on the consignment note.
- Total number of flyers per pallet.
- Number of pallets.
- Total number of items in the delivery.
- The flyer number.

### Delivery in boxes:

- Max 8 kg per box.
- Each box must contain an example of the folder on the outside.
  - The number of leaflets in the box.
  - The package number of the box.
  - Folder number and job name.

## Planning and specifications for your delivery

The quotation you received includes information on where you should deliver your printed material. This can be at one or more of Spotta's seal-and-sort centres.

### Delivery:

- We will store your printed material free of charge for up to three days before the final delivery date. If you deliver your printed material too early, you will be charged for storage costs.
- Delivered printed material will be destroyed after 6 months, unless agreed otherwise.
- We must always receive your final order conformation five working days before you deliver your printed material. If you have any queries about this, please get in touch with your contact person.
- For information on delivery specifications during public holidays, please see our Public Holiday Guidelines. You can find these on our website [zakelijk.spotta.nl](http://zakelijk.spotta.nl), under the tab 'Praktisch en Service', menu item 'aanleverspecificaties'.

## Variation from the specifications

If your printed material does not satisfy the required specifications, this may result in additional costs for which you will be charged in full. You can find more information about this in our General Terms and Conditions. This includes:

- Additional transport or bundling costs.
- Additional distribution costs. In consultation with you, we can decide to distribute your printed material on a different day.
- Storage costs.
- Additional costs for the delivery of too many stacks in a bundle.

Incorrect delivery may also have an effect on distribution quality:

- Incorrect delivery makes it impossible to carry out a number of internal checks in the preparations for the sealing process. This can have a negative influence on the distribution quality. You may be charged additional costs.
- If parts of your printed material are unusable, full distribution will not take place.

We do not accept liability for any shortcomings and/or delays in distribution caused by late or incorrect delivery of flyers. You can find Spotta's General Terms and Conditions on our website [zakelijk.spotta.nl](http://zakelijk.spotta.nl)

If you have any queries, you can always contact our Sales department on **+31 (0)88 84 24 200**.

## Delivery schedule

Delivery frame	Type of delivery	Product	Delivery times	Day
Saturday until monday	In the seal /leaflet package	Leaflets	10 days before distribution	Before friday 12 noon
		Leaflets	Less than 15K <b>OR</b> Editions, 11 days before distribution	Before thursday 12 noon
		Weekly	10 days before distribution	Before friday 12 noon