

A close-up, profile view of two men with vibrant, multi-colored face paint. The man in the foreground has red, orange, and yellow paint on his face, wearing a blue patterned headband. The man behind him has red, green, and yellow paint, wearing a yellow headband. The background is a plain, light-colored wall.

**hollystar** \* **MVEB**

**INSERT DELIVERY  
INFORMATION AND SPECIFICATIONS**  
SEPTEMBER 2017



## DELIVERY - INSERT DELIVERY SPECIFICATIONS

### PALLET IDENTIFICATION & REQUIREMENTS

Please ensure that the Bluestar Web Insert Delivery Label is filled in correctly with all relevant job information. In addition to this, all inserts must be packed and delivered to the below requirements.

- Bundles/boxes must be consistent in size & quantity and not weigh more than 10kg.
- All loose bundles must be cross strapped when not packed in cartons. The strapping must be such that it does not in any way damage the bundle.
- Sachets must be packed with flat separators, in a uniform direction, securely and in shallow cartons <100mm deep.
- Bundles turns must be no less than 75mm and no greater than 120mm.
- Use good quality hardwood plain pallets. Stock arriving on **CHEP** Pallets will be rejected.

Outside edges should be vertically even and the inserts should be stacked so they do not protrude beyond the limits of the pallets. Inserts must arrive at Bluestar Web **UNDAMAGED** in any way. Inserts/Onserts/Tip-Ons must be kept as flat as possible at all times to ensure that wrinkles, creases and any other distortions are eliminated.

Pallets must be palletised top and bottom with corners..

The pallet should have a solid piece of wood the same dimensions as the base pallet placed on top of the stacked bundles to prevent damage.

Finally the pallet should be plastic/shrink wrapped.

Pallets which do not meet the above criteria may not be inserted and may result in additional costs to the customers.

It is preferable that pallets should be of Australian Standard Size 1165mm x 1165mm and in good condition. The maximum combined weight of the pallet and the Inserts/Onserts/Tip-Ons **MUST NOT** exceed 1000kg.

### DELIVERY

All Inserts, Onserts and Tip-Ons must be correctly labelled with the Bluestar Web Delivery Advice. Delivery is to be between 8am – 3.30pm Monday to Friday **ONLY**

In the event that the same insert is being supplied for more than one publication/magazine, it is imperative they are clearly labelled and packed separately. **DO NOT STACK TOGETHER ON ONE PALLET.**

All inserts are required to be delivered to Bluestar Web no later than **24 hours** (1 working day) prior to **File Approval of Host Magazine**. In special circumstances an insert / onsert / tip-on may be delivered later than the specified time with prior approval from Bluestar Web Account Manager, Customer Service Rep or Logistics Manager. Bluestar Web should receive delivery on insert / onsert / tip-on no earlier than 4 weeks prior to scheduled insertion date due to storage limitations.

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### GENERAL NOTES

Allow a minimum of 3% overs for all supplied insets/Onserts/Tip-Ons.

Unless notified in writing PRIOR to production, any Insert/Onsert/Tip-On left over will be disposed of immediately at the completion of the job.

A sample of all proposed Inserts/Onserts/Tip-Ons are to be forwarded to your Customer Service Rep.

For every magazine publication issue, you **MUST** contact your Customer Service Rep who will confirm and advise correct head, foot and foredge trims required for Stitched and Bound Inserts, as requirements may change from issue to issue with press scheduling.

It may be possible to mechanically insert/onsert or tip-on on a product outside of the aforementioned specifications. Please contact your Customer Service Representative for further information.

Inserts that arrive in an unsuitable condition may be excluded from the production run.

Should time permit to correct the condition (after client consultation) a charge to correct the condition may apply.