

# Delivery Guidelines



## Delivered condition of loose inserts, bound-in inserts and glued inserts

Loose inserts, bound-in inserts and glued inserts must be designed in a way that requires no additional preparation.

- The minimum grip height of each unfolded layer is 100 mm
- Every two layers are to be placed cross-wise to the next
- Layers are to be kept separate using cardboard inserts
- Products should not be processed if stuck together by freshly applied ink, an electrostatic charge, punching or perforation
- Loose inserts, bound-in inserts and glued inserts with bent corners or edges, creases, misaligned spines have to be sifted out, resulting in a reduction of the circulation of the inserted products and in additional costs
- Please avoid banding with paper strips or rubber bands and products sealed in plastic wrapping



## Palletisation

- Only Euro format pallets may be used
- Pallet contents must be packed so as to prevent any displacement or slippage
- Pallets must be designed in such a way to prevent any ingress of moisture. The pallet base must be covered in rigid cardboard to protect the layers from dirt and moisture
- Stretched pallets must come with corner and edge protection
- A pallet label must be attached to at least two sides of the pallet (end faces) or, if possible, all four sides



## Delivery note

All deliveries must be accompanied with a delivery note containing the following information:

- Order number (see our order confirmation)
- Consignor, consignor's telephone number and contact person
- Client
- Title and issue number of the advertising material
- Loose insert, bound-in insert or glued insert title
- Total quantity of delivery
- Number of pallets
- Unit number per pallet



## Pallet labelling

- Title and issue number of the advertising material
- Loose insert, bound-in insert or glued insert title
- Total quantity of delivery
- Number of pallets
- Unit number per pallet



## Delivery Time

No earlier than seven and no later than five working days prior to the processing date for the carrier product.

If you are using one advertising material for several issues, it should in each case be delivered no earlier than seven, and no later than five working days prior to the processing date for the carrier product. Please do not send in one single consignment.

## Delivery address

hofmann druck Nürnberg GmbH & Co. KG  
Emmericher Straße 10  
90411 Nuremberg

## Contact person

Please contact the relevant order manager in our firm.

## Delivery times

Monday – Thursday	from	7:00 am to 2:00 pm
Friday	from	7:00 am to 12:00 noon

Please understand that we may not be able to take delivery of non-attributable or damaged deliveries.