



INPRINT

## Supplied Insert Standard Specifications

Inprint wishes to supply its clients the best possible service for the efficient processing of their inserts. Please work to the following specifications and contact your Inprint representative if you should have any questions.

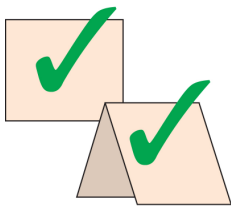
Insert **MUST** arrive 3 days prior to insertion date.

Inserts outside these specifications may be rejected or incur additional charges.

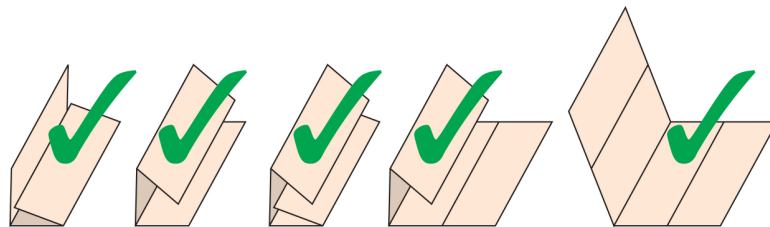
<b>SADDLE STITCHED INSERTS - Basic Guidelines</b>		
	<i>LOOSE INSERTS</i>	<i>BOUND INSERTS*</i>
<i>Maximum # of inserts</i>	3	Depends on section numbers
<i>Minimum stock weight</i>	Single Leaf = 115gsm - 4pp = 65gsm - 8pp+ = 52gsm	(4pp) = 65gsm (up to 72 pages)
<i>Maximum Size</i>	420mm(Spine) x 310mm	480mm(Spine) x 320mm (incl. trim waste)
<i>Minimum Size</i>	148mm(Spine) x 75mm	90mm(Spine) x 80mm (including lap)**
<i>Thickness</i>	4mm	4mm
<p style="text-align: center;">* Bound inserts must be supplied closed head or foot with a min. of 8mm lap  ** If inserted booklet forage does not trim to same size as book being inserted into – the lap will remain  All loose inserts must be a minimum of 10mm smaller on all 4 sides than the book into which the insert is going.</p>		

<b>PERFECT/BURST BOUND INSERTS - Basic Guidelines</b>		
	<i>LOOSE INSERTS</i>	<i>BOUND INSERTS</i>
<i>Maximum # of inserts</i>	3	Depends on section numbers
<i>Minimum stock weight</i>	Single Leaf = 115gsm - 4pp = 65gsm - 8pp+ = 52gsm	Single Leaf = 130gsm
<i>Maximum Size</i>	330mm(Spine) x 255mm	380mm(Spine) x 285mm (incl. trim waste)
<i>Minimum Size</i>	148mm(Spine) x 105mm	148mm(Spine) x 105mm
<i>Thickness</i>	3mm	3mm
<p style="text-align: center;">All loose inserts must be a minimum of 10mm smaller on all 4 sides than the book into which the insert is going.</p>		

### Acceptable products

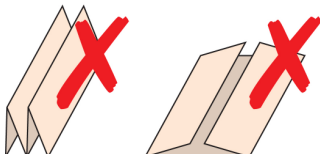


Single Sheets & single folded and/or stitched products



The above multiple folds: (with a single spine)

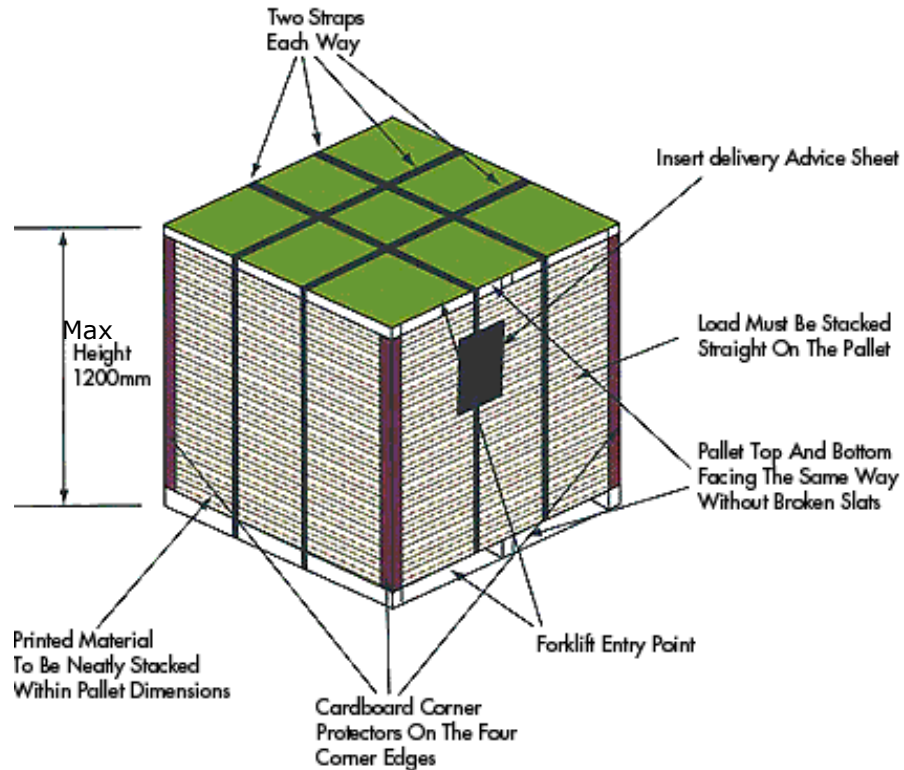
### Unacceptable product



Concertina or Double Gate Folds

Last updated: 7/12/08

## Supplied Pallet Specifications



- Bundle turns to be 100mm (**minimum**)(or not turned at all if possible)
- Packed loose on a pallet (if possible) or single strapped
- Interleave rows with cardboard, protect spines and keep flat.
- All pallets must not exceed maximum weight of 1000kg.
- Maximum height of 1200mm.
- Pallet size of 1170x1170.
- All pallets to be in good condition and securely wrapped.
- For smaller deliveries skids are acceptable.
- Cartons are to be no heavier than 12kg.
- Cartons must be sealed and labeled with Contents and Quantities.
- Delivery dockets must be supplied for all deliveries.
- Delivery Times: Between 7am - 4.30pm.
- Use supplied pallet labels on following page...

**PLEASE DELIVER ALL SUPPLIED INSERTS TO:**

**Inprint – Brisbane**

538 Bilsen Rd, Geebung, QLD 4034

ATTN: David Webber

Ph: 07 3360 1111

ALSO phone or email: [despatch@inprint.net.au](mailto:despatch@inprint.net.au) to alert us of the pending delivery.

Deliver to: **INPRINT - BRISBANE**

538 Bilsen Rd, Geebung, QLD. 4034  
Ph: 07 3360 1111



INPRINT

Attention:  
(Craft Inprint Contact)

Insert Name:

Publication it inserts  
into:

Issue Date:

Key Code/Version:

Craft Inprint Job #:

Copies per  
Bundle/Carton:

# of Bundles/Carton  
per Pallet:

Paper GSM

Qty this Pallet:

Full Delivery:

Part Delivery:

Pallet #:

Of

Insert Printers  
Name:

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And Contact Details  
(Optional):

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