

ARCHANT PRINT

Inserting, Packaging, Delivery and Pick up Specifications **plus HEALTH + SAFETY Guidelines**

Insert Specifications

- Maximum size:** 280mm x 350mm
- Minimum Size:** 105mm x 148mm (A6)
- Pagination:** Single Sheet - 48 pages
- Concertina/Gatefold:** No, all inserts must have one closed edge, and lie flat
- Perforations:** Not recommended, as these are liable to tear
- Glued or “moisten here” edges:** Not recommended, likely to stick together

IF UNSURE, PLEASE CALL AND/OR SEND A SAMPLE FIRST.

Paper Weight

120gsm for a single sheet (100gsm low to 140gsm high will be sampled but yield cannot be guaranteed)

- There is limit of three inserts per issue. Multiple inserts will affect the quality of the final product so we recommend that care be taken when booking multiple inserts.
- With three hoppers, we can insert a maximum of x2 A4 and x1 A5 at one time. Only x1 A5 or smaller insert is possible at a time.
- Any overs will be destroyed two weeks after the insertion date unless instructions are issued to the contrary.
- We can only insert Single Sheets into endorse/quarterfolded products, but due to the lap **cannot** insert leaflets into Stitch and Trimmed products.
- Quarterfold products are recommended to be inserted alone, as when inserted with other products it will affect the quality of the final product.

Deliveries

All deliveries for a publication should be made at least 48 hours before the print date of the publication, but no earlier than one week.

**ARCHANT Print Centre,
St Andrews Business Park,
Northside, Thorpe St Andrew,
Norwich,
Norfolk, NR7 0HT**

Delivery Times

- Monday 07:00 am - midday only (arrangements must be made and agreed in advance) – otherwise only after 7:00pm
- Tuesday 11:00 am – 05:00 pm
- Wednesday 11:00 am – 05:00 pm
- Thursday 11:00 am – 05:00 pm
- Friday 11:00 – 05:00 pm
- Deliveries not on pallets must unload at security/reception.

All deliveries for inserting should be made at least 48 hours before the print date of the publication, but no earlier than one week.

- Deliveries at times outside the above schedule must be authorised in advance by the Post Press Department on 01603 - 772373

INSTRUCTIONS FOR DRIVERS BEING LOADED / UNLOADED

DRIVERS CRIB-SHEET – FOR ALL NON ARCHANT DRIVERS, UPON ARRIVAL ON SITE

- 1) Report to and sign in at reception – reception will page the duty Fork Lift driver. Informing them of who you are and what you are picking up/delivering. You will not be allowed around the back of the building unless you provide this information.

If you are not wearing correct PPE you will not be allowed around the back of the building.
- 2) Security to hand drivers a laminated copy of these H+S rules (schematic of yard, red flashing light stipulating F/L movement, waiting areas, PPE requirements, location of toilets/tea room/showers etc) – which **must be signed for and handed back in when you sign out at reception.**
- 3) Drive around the back, strictly adhering to the 5MPH speed limit, park up, and wait 5 minutes to be acknowledged by a fork lift driver.
- 4) If after 5 minutes you have not been acknowledged by a fork lift driver OR a team leader (Security should inform you who the T/L is), then walk directly to the Post Press Office (via the internal green path) to find assistance.
- 5) If you still don't find assistance, then call reception (2747 internal) or 01603772747 and wait for the Team Leader or Fork Lift driver to be contacted by reception.
- 6) For deliveries you should always supply a delivery note.
- 7) For pick ups you should sign the relative paperwork, and leave with x2 copies of your relevant/signed delivery notes.

INSTRUCTIONS FOR DRIVERS BEING LOADED / UNLOADED

- Vehicles waiting to be unloaded must wait in the designated waiting areas.
- Vehicles must not pass beyond the start of the dock area unless authorised to do so by Security.
- The 5mph speed limit at the print centre must be adhered to at all times.
- Drivers must switch off their vehicle engines when stationary.
- All drivers must wear Hi Vis + safety footwear and at any point beyond reception.
- Drivers must either remain in their vehicle or in the refreshment area of the Post Press department whilst parked in the waiting area or when their vehicle is being loaded or unloaded.
- Drivers are not to roam around the production areas or attempt to "assist" staff, as this contravenes our H+S guidelines and rules.
- Fork Lift drivers are empowered to stop loading/unloading if you are in the vicinity of the loading area.
- Smoking is a strictly prohibited anywhere on our site except for the one designated smoking area behind reception.
- Any driver needing to smoke whilst on our site **must** use this area, and access it by walking through the building, **NOT** by walking back against incoming traffic to reception the way they drove in.
- If delivering leaflets you are only allowed to unload around the back of the building if they are palletised – if not you must unload at reception.

Delivery Note

All deliveries must be accompanied by a Delivery Note with quantity delivered, number of pallets and quantity on pallets etc. If delivery is in boxes, it should state how many are in a box, and how many boxes. The delivery note should also state what publication the leaflet is being inserted into and the due date for insertion.

If a delivery arrives without a Delivery Note it will not be accepted.

Delivery Packaging Requirements

1. Inserts should be delivered on standard "open" pallets (1200mm x 1000mm) as shown below, for handling by forklift truck. Our pallet lifters and pallet trucks cannot safely transport or lift closed pallets or Euro pallets. This creates a H+S risk, therefore these pallets will be rejected, or if deemed safe/stable will then be placed on top of our own std pallets, and the customer charged for the cost for disposing of the "Closed" or Euro pallets.



2. For quick, easy identification, each pallet should carry a pallet card giving job title and date of insert plus an identifying insert.
3. If possible inserts must be loose on pallets. Inserts to be brick stacked in lifts 6 inches to 12 inches (15 CMS - 30cms) having folded edges facing the same direction.
4. Work should be presented with the minimum of turns, not less than 50 inserts in each turn. Product will be refused if presented in turns of less than x50.
5. If product has to be strapped then use only one plastic strap
6. If, due to shape or size, the inserts are unable to be packed loose on pallets, they should be packed neatly into boxes. Each row, wherever possible, should be packed the same way but if this is not possible then a card separator should be placed between each layer, and again each turn should not be less than x50.