

## **Instructions for ancillary products**

Inserts which are to be inserted into a printed product at V-TAB Vimmerby must be registered with the order department at least 2 weeks prior to production start.

### **Sizes and measurements:**

- Minimum size: 105x148mm
- Max size 205x275 mm. Always 5 mm smaller than the product in which it should be inserted.
- Larger formats can be folded to size.
- Important that one edge of product is closed for the inserting machine.

**Packing:** Products to be inserted must be ready to be loaded into our equipment without further preparation according to the following:

- The products should be delivered as bundles on a standard EUR pallet. These bundles must not be individually covered in plastic film or paper.
  - **The bundles may be compensated in layers of approximately 10 cm for easy grip by the operator. Each layer shall contain the same number of signatures, maximum 2 layers per bundle and they must be straight and even in the bundle.**
  - Products which cannot be stacked on a pallet can be delivered in cartons. These cartons should be placed on pallets and well marked for identification.
  - Products which are stuck together either from ink or glue cannot be handled and will be rejected.
  - Product information should accompany all deliveries.
- Each pallet must have a pallet label (see below) as well as one example of the product. This should be placed visible on the short side of each pallet.

### **Pallet label showing the following information:**

- Product name
- Name and address of sender as well as receiver
- Customer
- Magazine/edition/date in which the product shall be included
- Total quantity delivered.

OBS! If nothing else has been agreed upon, all surpluses will be discarded.

### **Delivery Address:**

**V-TAB Vimmerby AB**  
**Älåkragatan 4-6, 598 40 Vimmerby**

### **Contact:**

[sandra.olofsson@v-tab.se](mailto:sandra.olofsson@v-tab.se)