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## **DELIVERY CONDITIONS INSERTS, SACHETS and FLOWPACKS**

Administrative guidance ATTENTION, IMPORTANT!

Goods/Euro pallets delivered must have pallet labels with:

- The name of the insert and any encodings
- The title in which the insert should be processed
- The edition number of that title
- The total quantity delivered, specified in units per subpackage
- Name of the producer and client.
- Goods must be delivered on Euro pallets.

The accompanying bill of lading must bear the same information as stated above.

If there are different codings, which must be processed in specific titles/editions, then these inserts must be offered separately, on clearly marked euro pallets.

***If the above is not met, DPG Media or the on behalf of DPG Media acting printer/finisher reserve the right to refuse delivery.***

### **Physical conditions**

Supplied inserts must be packaged in such a way that the following conditions are met:

- No damage
- Not crooked and/or bent
- Do not stick and/or stick
- A good processing option

To avoid the above, the packaging suggestions are listed below. If despite the prescribed method of packaging upon delivery of, or during the processing of, inserts irregularities DPG Media cannot accept any liability for this.

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## Bundling



Avoid using bundle ropes to prevent warping.  
Any partial strokes smaller than 8 cm lead to additional costs.  
All copies must be stacked in the same direction per stroke or per bundle, respectively.  
Strokes should be well separated, both above and next to each other.  
If stacking is not possible, the use of boxes or pallet boxes may be advisable, using both horizontal and vertical partitions.

## Boxes/pallet boxes



Box with sturdy dividers and inserts

Full boxes must be manageable and meet the standards of the Arbo, a maximum of 8 kg.  
Boxes must not be pressed or damaged.  
Where possible, stack boxes on a euro pallet.

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## Euro pallets



Euro pallet with foil and corner protectors



Pallet box with content labels

Euro pallets must be delivered well packed, possibly in wrapping or shrink film. If necessary, place firm intermediate sheets between the various layers and use corner supports.

Attachments and package trackers must remain within the euro pallet.

Delivery on euro pallets; these are exchanged.

Use of pallet boxes is not allowed. An exception to this are pallet boxes.

Do not stack printed matter with UV varnish higher than 80 cm., euro pallets must be marked in this case with 'do not stack'.

## Additional conditions

### Piles / rods

In consultation it is possible to supply inserts in piles, taking into account the aforementioned physical conditions

### Staggered stitching

If required for stacking, it is permitted to supply bonded semi-finished products, staggered.

### Perforate

For inserts with perforation, the perforation must not lead to tearing during or before machine processing.

### EAN code

If the appendix is included on or around the outside of the magazine, it may not be provided with an EAN code.

### In-line stitched inserts

The staples should be flat and closed.

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#### Fold

Unless otherwise indicated, cards, folders and/or brochures must be delivered folded.

#### Models

It is always recommended to send models for checking as soon as possible.

## **Flow packs**

The flow packs should be placed in one direction (not alternately) and definitely not standing on the seal in the boxes. When packing, make sure that the seals are not deformed. Between the rows insert partitions. Use easily manageable boxes. To avoid deformation, the boxes and partitions should be 10 mm higher than the flow packs. The boxes should be stacked in a band, so that the lower layers are not crushed and damaged.

## **Sachets**

### **Test sachet**

To check whether the sachet can be incorporated into a DPG Media publication, there are review 10 copies needed. In case this assessment necessitates a patch test, there are (per printer) requires a minimum of 1,000 sachets. In order to perform the adhesive test optimally, the client must also: provide a layout of the desired position on the page. This assessment and any adhesive test apply also for paper sachets without liquid. The acceptance of the order and the final pricing before sticking or in any other way include in DPG Media depend on the initial assessment and any adhesive test to be performed.

### Foil sachet

For proper processing of the sachets in DPG Media titles, the choice of the foil and the format of the sachet very important. Before sticking on the page, the sachet must have a certain stiffness. Proper choice of film is therefore essential. For example, the material used must absolutely not reflect. In Due to good processability, the printers prefer Alu PET PE. For a good adhesion of the adhesive, we request that you ensure that any protective varnish does not contain silicone.

### Sachet formats

For sachets that will be pasted on an advertisement page, a minimum size of 55 mm wide and 75 mm high is needed, the maximum size is 80 mm wide x 150 mm high. Deviation from this only in consultation

### Pressure resistance

The sachets must be able to withstand a pressure of 1,000 kg for 5 seconds. This is to damage the blades to prevent leakage of the sachets. The manufacturer must dispose of the sachets during production (have) tested according to the Military Standard 105 D standard. (or similar)

### Seal edges

To prevent leakage through the grippers of the adhesive device, it is necessary that the sealing edges be at least 5 mm wide on the sachet. The latter does not apply to sachets without liquid or to sachets which are sealed with a leaf according to instructions. The required pressure resistance remains in full force and effect in all cases. For proper processing in the sheets is an absolute precondition that the sachets, and in particular the sealing edges, be as flat as possible.

### Packaging

The sachets should be delivered in one direction in boxes of approx. 500 copies. The rows of sachets must be separated using dividers. To prevent deformation of the sealing edges To prevent this, both boxes and partitions must be 10 mm higher than the sachets. Use well manageable boxes.

### To deliver

- The delivery addresses and delivery dates are stated in the order confirmation from DPG Media.
- If the delivery does not meet the above conditions or earlier than the ones set by DPG Media delivery date is offered, DPG Media reserves the right to refuse delivery. In the event that the delivery is presented and in storage earlier than the delivery date set by DPG Media, DPG Media is entitled to charge storage and administration costs without prior notice to charge its client.

### Liability

If it is found upon delivery or during the production of DPG Media that the sachets are not have been manufactured in accordance with these terms and in the printer's judgment as a result, not or can only be processed with a production delay or in case of leakage on delivery or during production is found, DPG Media reserves the right to refuse the delivery or immediately processing the sachets in DPG Media. The additional costs and damage resulting from malfunctions and/or refusal of delivery will be charged to the Client reimburse DPG Media without prejudice to DPG Media's right to reimbursement of the agreed rates before taking the sachets. In the event that after processing the sachets and during the distribution of DPG Media leakage is found, the client will bear all costs and damages arising from this to DPG Media reimburse.

### **General**

- The General Advertising Conditions of DPG Media apply in full to assignments for inserts, sachets and flow packs.
- Any request for information, resp. questions about specifications or deliveries should be directed to DPG Media and not to the relevant processor.
- If the delivery does not meet the above conditions or earlier than the fixed delivery date, DPG Media reserves the right to refuse delivery.
- In the event of premature delivery, DPG Media is entitled to make storage and to charge administration costs to its client.
- DPG Media cannot accept any liability for the content and consequences of agreements made with relating to the transaction in question with third parties, unless DPG Media expressly approves.

Amsterdam, November 2021