

REQUIREMENTS FOR INSERTS

Description of product

Format Min.: A6 (105 by 148 millimeters)
Max.: 220 by 300 millimeters

Weight per square meter

Single sheet:	min. 130 grams per square meter
Folded double sheet:	min. 70 grams per square meter
8 pages:	min. 55 grams per square meter
TOC	min.170 grams per square meter

Total Weight

If the insert size is larger than A6: min. 4 grams per insert
For A6 size inserts: minimum of 2 grams per insert
maximum of 140 grams per insert
If the size is 210 by 260: maximum of 200 grams per insert

Outer Format

Right angled trim, straight corners, non – static

Fold

For inserts with multiple pages i.e. more than one, the fold should be on the at the long edge.
Not feasible are: Leporello or Altar Folds.

ALL OTHER INSERT ONLY ON REQUEST

Terms of handling

Types of Folds

Folded Inserts have to be processed either in cross fold or centre fold. Leporello, window or the altar fold cannot be processed by our machines. Multiple page inserts in sizes larger than A5 (148 by 210) have to be folded at the long edge.

Formats

Should the size of the insert be smaller than A5 with a paper sheet weight of more than 30 gr per square meter, please consult our dispatch department and provide a sample. Inserts in these sizes could cause a problem to packaging.

Further processing of products

Inserts to be inserted into pre-produced product of Der Standard must have the same format i.e.A4, as the pre pre-produced product itself and can only be inserted after consulting the dispatch department.

Bleed

All inserts have to be trimmed right angled and in the same size.
Inserts should not have any hampering elements caused by blunt cuts.

Stick-On Products (i.e. post cards)

Post cards should always be stuck on inside the insert. They should always be aligned to the fold either on the top or bottom of the insert.
Please consult the publishers if an insert should be stuck on to the outside.

A machine processing of special sizes, samples is only possible after consulting the dispatch department for a technical inspection

Stapling

The used wire quality has to adequate to the spine of the insert.
Thin inserts should only be folded.

Packaging and Transport

Condition at delivery

Inserts delivered should provide and guarantee in their general nature and form immediate processing not necessitating any further processing from our side.

We cannot process insert, which are stuck by wet printing ink, strong electrostatic loading or wet inserts.

Inserts with turned down corners, carves or an off balance spine cannot be processed.

Height of layers

The layers of the inserts should be not higher than 80 to a maximum of 100 millimetres in order that they can be easily grasped by hand and all edges have to be aligned evenly. The layers of copies should be adjusted by height and not by numbers!

Palettes

All inserts need to be cleanly stapled on stable palettes. Inserts need to be protected against any transport damage (mechanical) or penetration of humidity. Each palette has to be clearly marked with a palette card according to the delivery documents.

Processing guidelines

Delivery papers

All deliveries of inserts should always be accompanied by a delivery document containing the following details

- Publication and issue of publication
- Insert date or publication date
- Client name
- Name of or title name of insert, article number or motive
- Delivery date of producer/ printer of insert
- Sender's name / Consignee
- Number of palettes
- Total of delivered inserts
- Identical copy of delivery paper vs. palette card

Delivery

All inserts have to be delivered at least four working days prior to release day
(Mon – Fri. 07:00 am to 4:00 PM)

Delivery Adress DZ OST: Wien, NÖ, Nordburgenland	Mediaprint Expedit Wien z. H. Hrn. Paulik Richard-Strauss-Straße 16 1230 Wien
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Delivery Adress DZ WEST: OÖ, Salzburg, Tirol ohne Osttirol, Vorarlberg, Ausland	Druckzentrum Mediaprint Salzburg Karolingerstraße 38 5020 Salzburg
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Delivery Adress DZ SÜD: Kärnten, Osttirol, Steiermark, Südburgenland	Druckzentrum Mediaprint Süd Framrach 52 9433 St. Andrä im Lavanttal
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