

St Ives

Web Ltd

QS3 Insert Specification

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Manufacturing Director

Dated: Dec 2004

Issue Number: 11

Uncontrolled Copy

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1.DELIVERY.

1.1 DELIVERY TIMES

The delivery of inserts should normally be made between the hours of 0800 and 1600 Monday to Friday. All deliveries should be pre-booked through our Insert Clerk or the Bindery/Warehouse Manager at the relevant St Ives site.

No insert should be received less than 48 hours prior to the binding date.

1.2 DELIVERY NOTES

Every pallet should have a clear identification label and all deliveries of inserts, etc. must be accompanied by a delivery note which clearly states:

- a. The name of the publication in which the insert is to be used.
 - b. The publication date and/or issue.
 - c. The insert’s name.
 - d. Any applicable insert code number.
 - e. The quantity of inserts delivered.
 - f. The total number of pallets and/or boxes supplied.
 - g. The name and address of the supplier and/or printer of the insert.
 - h. State type (loose or bound/stitched in)
- All part deliveries must be accompanied by individual delivery notes.
 - Inserts that are to be used for different issues/publications should be supplied on separate pallets, and appropriate quantities stated on the delivery notes.

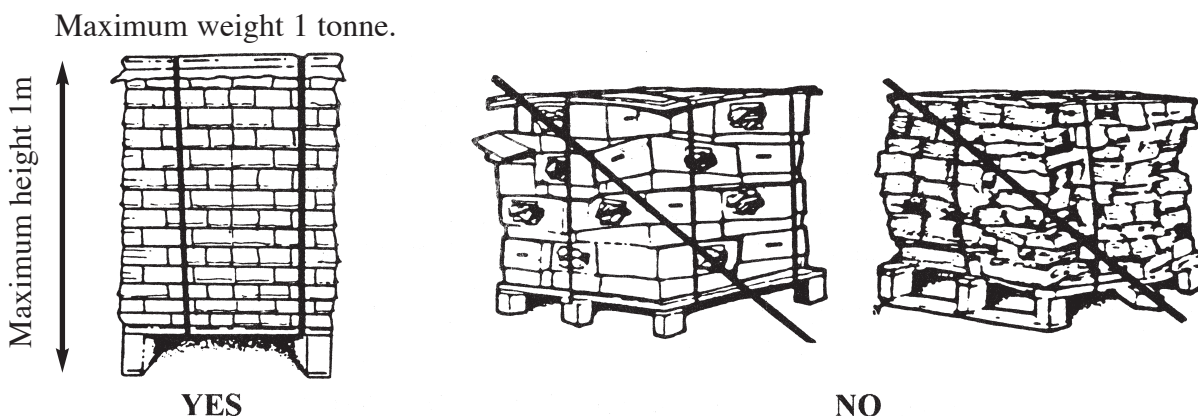
As we are unable to physically verify the quantity of any inserts delivered to us, the quantities stated on the delivery notes will be taken at face value. Consequently, if at a later stage it is found that the quantities stated on the delivery notes are incorrect we cannot be held responsible for any subsequent shortfall.

Deliveries of inserts which are not accompanied by a delivery note may be rejected at the factory unless suitable information can be obtained at the time of delivery.

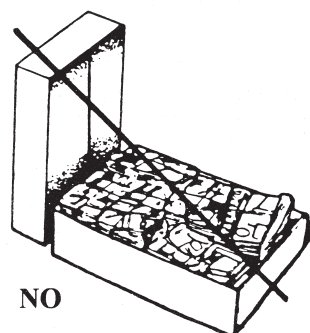
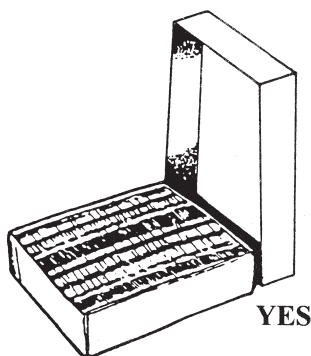
1.3 PRESENTATION ON DELIVERY

Inserts that are not presented according to the following guidelines will not be accepted.

- a. Inserts should be delivered correctly stacked on pallets.



- b. All pallets used must be in good condition in order to allow them to be double stacked.
- c. All pallets must be adequately wrapped to ensure that the load is stable and that the inserts are suitably protected during transit in order to prevent damage.
- d. Inserts which are stacked loose on pallets must be presented with the minimum number of turns possible. This should not be less than 50 inserts (or 125mm) per turn.
- e. If an insert is not suitable for palletisation, due to its shape or size, then it should be packed neatly into cartons. If cartons are used, then the weight of each carton should not exceed 9.0 Kg.
- f. All inserts supplied in cartons must be presented “unbanded” and stacked all in the same direction (e.g. no turns). Cartoned inserts should be delivered correctly presented on pallets.



- g. No inserts should be delivered in shrink wrapped packs.
- h. Each pallet, or unpalletised box, of inserts should display a sample of the insert together with a suitable label which states the name and date of the publication, and the quantity of the inserts contained on the pallet or in the individual box.

Inserts which are badly or incorrectly packed or presented will be subject to an additional handling charge or rejected

1.4 NOTIFICATION OF RECEIPT

When an insert is accepted into our factory we undertake to notify our customer of their receipt as soon as is reasonably practicable. This notification will normally be made in writing and accompanied by samples of the insert supplied. Occasionally notification may be made by telephone or fax due to the time constraints of the publication concerned. Where this is the case, confirmation of the receipt and samples of the inserts will be sent thereafter.

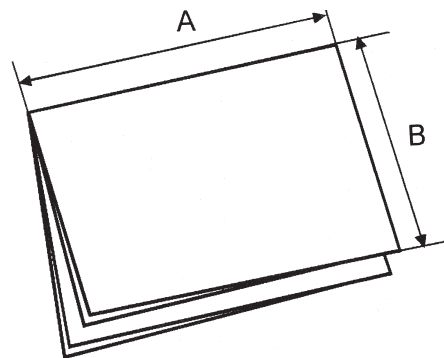
2.LOOSE INSERTS

Our binding lines can only insert a certain number of loose inserts and subsequent additional inserts will require hand insertion at extra cost and will necessitate extra production time. Prices for hand insertion are available on application

The following applies to all loose inserts:-

- a. All loose inserts should be at least 20mm smaller than the trim size of the magazine in both dimensions A and B.

- b. The minimum thickness of a single sheet loose insert should be no less than 130gsm.
- c. It is not possible to machine insert a concertina folded insert.
- d. All loose inserts of 4 pages or more are fed into the publication spine first.
- e. The pagination of an individual loose insert should be no more than 32 page (Maximum grammage for 32pp is 100gsm but higher grammages can be used on inserts with proportionately fewer pages)
- f. The minimum size of a single loose insert should be 115mm and 70mm.
- g. For small paginated publications, please refer to the relevant factory to agree on the number of inserts to be incorporated.



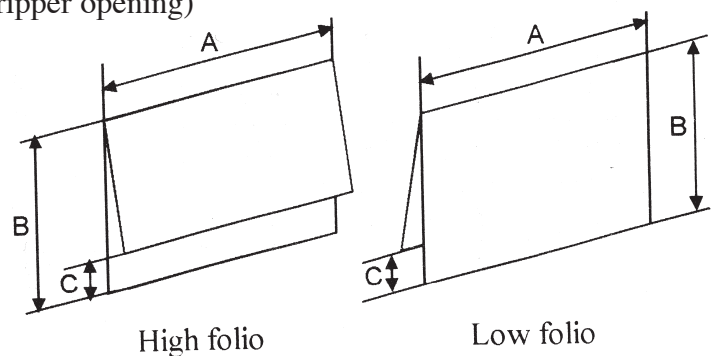
2.3 SADDLE-STITCHED BOUND-IN INSERTS AND BOUND OUTSERTS

Saddle stitched bound-in inserts and bound outserts should have a minimum of 4 pages to a maximum of 32 pages. All bound-in inserts and bound outserts over four pages must have a closed head or tail as appropriate to the way in which the publication in question is to be bound.

The standard formats for bound-in inserts and bound outserts are as follows:

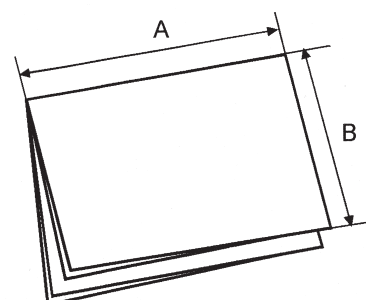
- a. Signatures with a high or low folio lap (gripper opening)

	maximum	minimum
A	480mm	155mm
B	325mm	115mm
C	18mm	6mm



- b. Closed signatures without lap (vacuum opening)

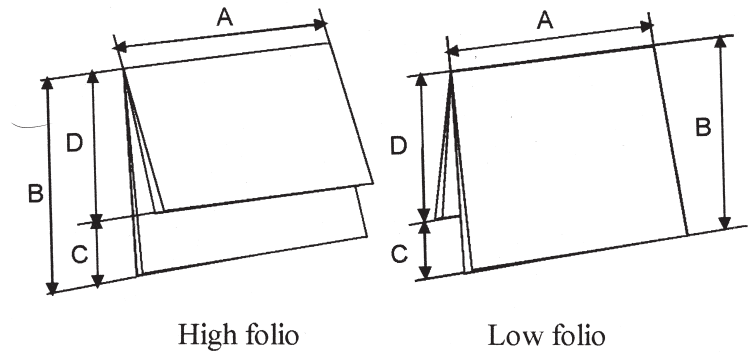
	maximum	minimum
A	440mm	155mm
B	300mm	115mm



c. Closed signatures with low or high folio lap (gripper/vacuum opening)

	maximum	minimum
A	440mm	155mm
B	300mm	115mm
C	-	6mm
D	-	100mm*

* depends upon product weight.

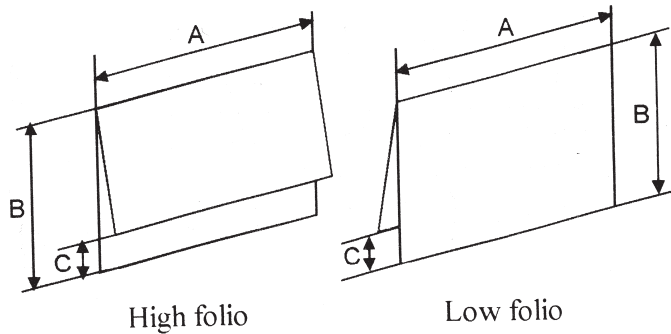


These standard formats allow for manual or automatic feeding on our binding lines

Smaller size signatures for bound-in inserts and bound outserts require hand feeding which may result in slower running speeds on our binding lines. Where slower running speeds result, an additional charge will be incurred. The formats for small size items are as follows:

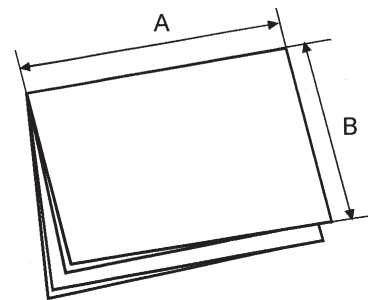
a. Signatures with a high or low folio lap (gripper opening)

	maximum	minimum
A	155mm	95mm
B	325mm	115mm
C	18mm	6mm



b. Closed signatures without lap (vacuum opening)

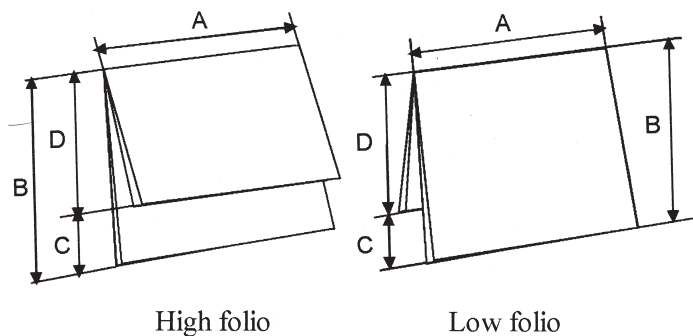
	maximum	minimum
A	155mm	95mm
B	300mm	115mm



c. Closed signatures with low or high folio lap (gripper/vacuum opening)

	maximum	minimum
A	155mm	115mm
B	300mm	115mm
C	-	6mm
D	-	70mm*

* depends on product weight.



2.3 SADDLE-STITCHED BOUND-IN INSERTS AND BOUND OUTSERTS (CONTINUED)

An additional allowance must be added to the foredge, head and tail as a trimming allowance for bound-in inserts which are at maximum product size. The size of the allowance is dependant upon the particular publication requirements and should be obtained from the factory prior to the inserts being printed.

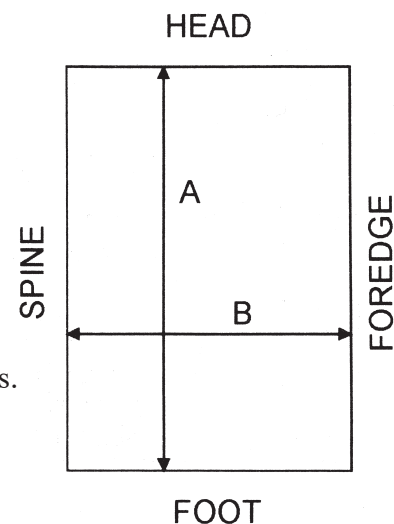
2.4 PERFECT BOUND BOUND-IN INSERTS

The size constraints for bound-in inserts on perfect bound products is as follows:

	maximum	minimum
A	Trimmed Size	* 150mm
B	Trimmed Size	120mm

* refer to individual factories for minimum size for landscape inserts.

Please note: Landscape inserts will incur additional charges.



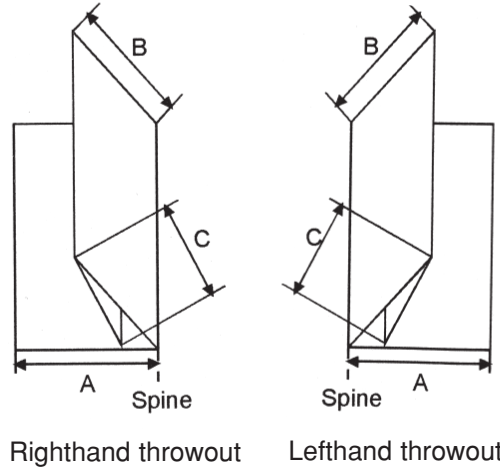
The following additional allowances must be made with bound-in inserts for perfect binding:

- a. An additional 3mm must be added to dimension B at the spine edge for milling.
- b. An additional allowance must be added to the foredge, head and tail as a trimming allowance for bound-in inserts which are at maximum product size. The size of the allowance is dependant upon the particular publication requirements and should be obtained from the factory prior to the inserts being printed.
- c. For inserts that are not maximum product size, an additional head or tail trim, as appropriate, must be added
- d. All 'subject matter/text' must be at least 6mm from any trimmed edges.
- e. Minimum single leaf thickness of any perfect bound-in insert should be no less than 130gsm. All supplied Bound-In A4 Insert (8 page or above) must be Ram Bundled.
- f. As a consequence of normal Binding Line waste tolerances, we advise a suitable supply of overs for Bound-In Inserts.

2.5 FEATURED SECTIONS

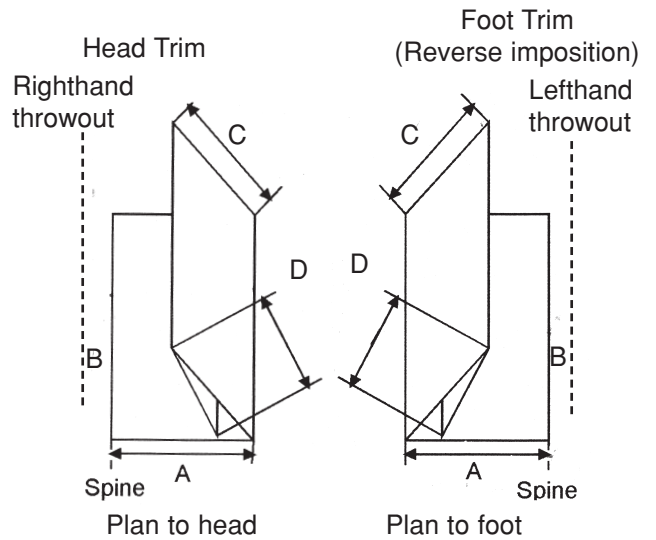
a. The following is the basic format for featured sections incorporated in saddle stitched publications:

	Trimmed size
A	Trim Allowance (plus 5mm)
B	Folding Allowance (minus 10mm)
C	Additional Folds (minus 5mm)



b. The following is the basic format for featured sections incorporated in Perfect Bound publications.

	Trimmed size
A	Bound Leaf (-5mm)
B	Grind Off (+3mm)
C	Folding Allowance (A-15mm)
D	Additional Fold (C-5mm)



Please note:

The difference between A and C must be a minimum of 15mm + 3mm milling allowance = 18mm, but no more than 22mm

2.6 MECHANICAL GLUED INSERTS

Due to the nature of mechanical glued inserts, it is imperative that samples of the insert are sent to the appropriate site at least four weeks prior to binding to enable trials to take place. This is to ensure that the spot glued insert can be run efficiently and the publisher is informed of any additional charges which may be necessary due to slower running of the binding lines. The following data is supplied as a guideline for publishers wishing to incorporate spot glued inserts into their publications.

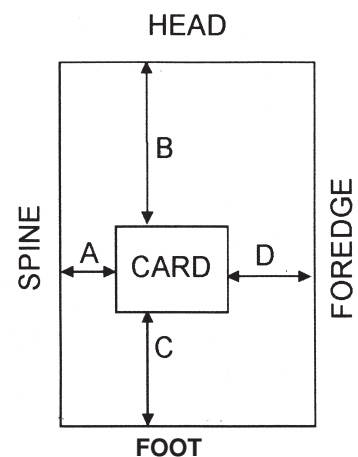
a. Size of the insert

* For a Muller Corona Binder the insert is applied onto the page at 180° to the specification detailed - please refer to the factory.

	Saddle Stitched Products		Perfect Bound Products (*)	
	Maximum	Minimum	Maximum	Minimum
Width	210mm	80mm	225mm	100mm
Depth	210mm	60mm	300mm	60mm

b. Position of insert on page.

	Saddle Stitched	Perfect Bound
	Minimum	Minimum
A	20mm	40mm
B	25mm	10mm
C	30mm	10mm
D		25mm



A movement tolerance of 10mm in any direction must be allowed for in the positioning of spot glued inserts in both perfect bound and saddle stitched products

c. MECHANICAL GLUED INSERTS: FURTHER SPECIFICATIONS

- Card glued products cannot be applied to covers*
- It is not recommended to print an exact position requirement on the desired page such as a dotted line etc., due to the above stated tolerance.
- *In most cases it will not be possible to apply card glued products to the front of section 1, however it may be possible with certain products, and you should check with us prior to any production of our product.
- It may be possible to apply sachets in certain circumstances depending on size, position of product and supplied burst proof tested to 1.5 tonnes. In every instance, a trial would need to be completed before we could confirm it's runability.
- No concertina folded products can be applied.
- 4pp, 6pp and 8pp products can be applied, provided that there is a closed/folded edge to feed from. You must however check with us to ascertain if the product can be applied landscape or portrait.

Please note: In the event of an out of specification insert being used, an additional charge may be made as a result of reduced running speeds on our high speed binding lines. Customers will be advised of any additional costs before proceeding with the run.

d. PRESENTATION

Presentation of all tip-on products should be boxed with the product facing all in one direction and dividers used when necessary.

e. PAPER/PRODUCT SUBSTANCE

- Minimum = 150gsm It may be possible on certain products to
- Maximum = 350gsm apply heavier weight, please check with us.

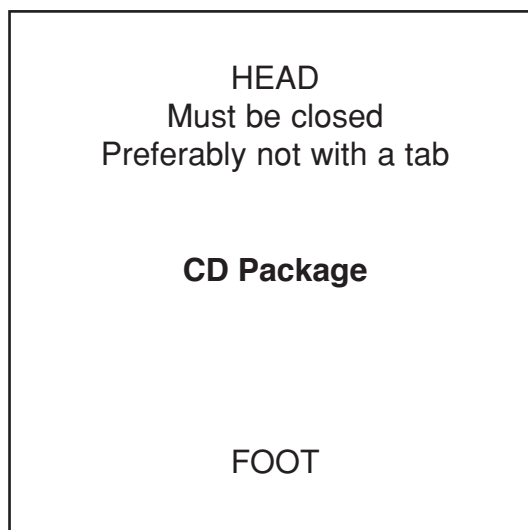
f. POSITIONING GUIDE/ REQUIREMENTS

- A layout indicating position required and product size must be supplied in all instances prior to the production of your product.
- Card glued products can be applied to:-
 - The front of sections in normal imposition (knock to head)
 - The rear of sections in reverse imposition (knock to foot)

2.7 CD TIP-ON

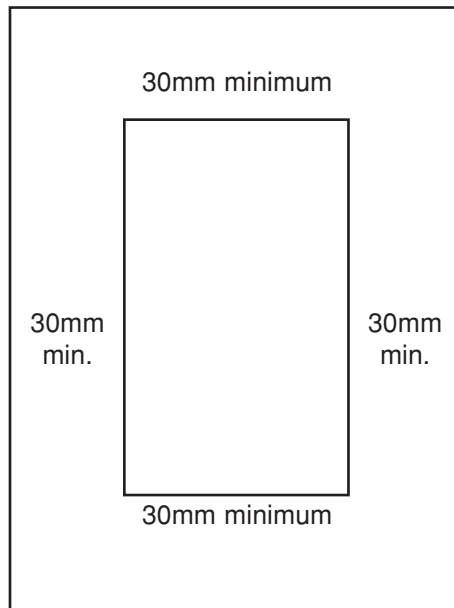
The following guidelines are to be applied when supplying CD disks to be tipped-on:-

1. The package used for the CD to be added as a tip-on should be as follows:-
 - Closed at the edge to be used for feeding on the stitching line. When the CD is put into the magazine to fall on a page towards the back, the packaging needs to be closed at the head (top)
 - No edge is to be open and where tabs are used to seal an open edge this should not be the feeding edge. If the edge is the feeding edge, it will at best result in a reduction in the running speed or at worst mean that we cannot tip-on the CD.



- Any tabbed edge must be at the side of the pack and not at the head or the foot. We can only accept perforated tabs if samples are provided for a trial; a minimum of 100 samples.
 - Card wallets must be finished with a coating, e.g. UV varnish, to aid removal of the CD from the page.
2. The package for the supply of the CD packs to be used should be:-
 - In cartons.
 - No turns (all the same way up in the carton)
 - Cardboard interleaves between the layers and/or rows of CD packs within any box.
 - Cartons to be on a 1200x1000 pallet with interleaving between the layers.
 3. A spoilage allowance of at least 1.5% of the total quantity required should be supplied.

2.8 STATIC NAIL INSERTS

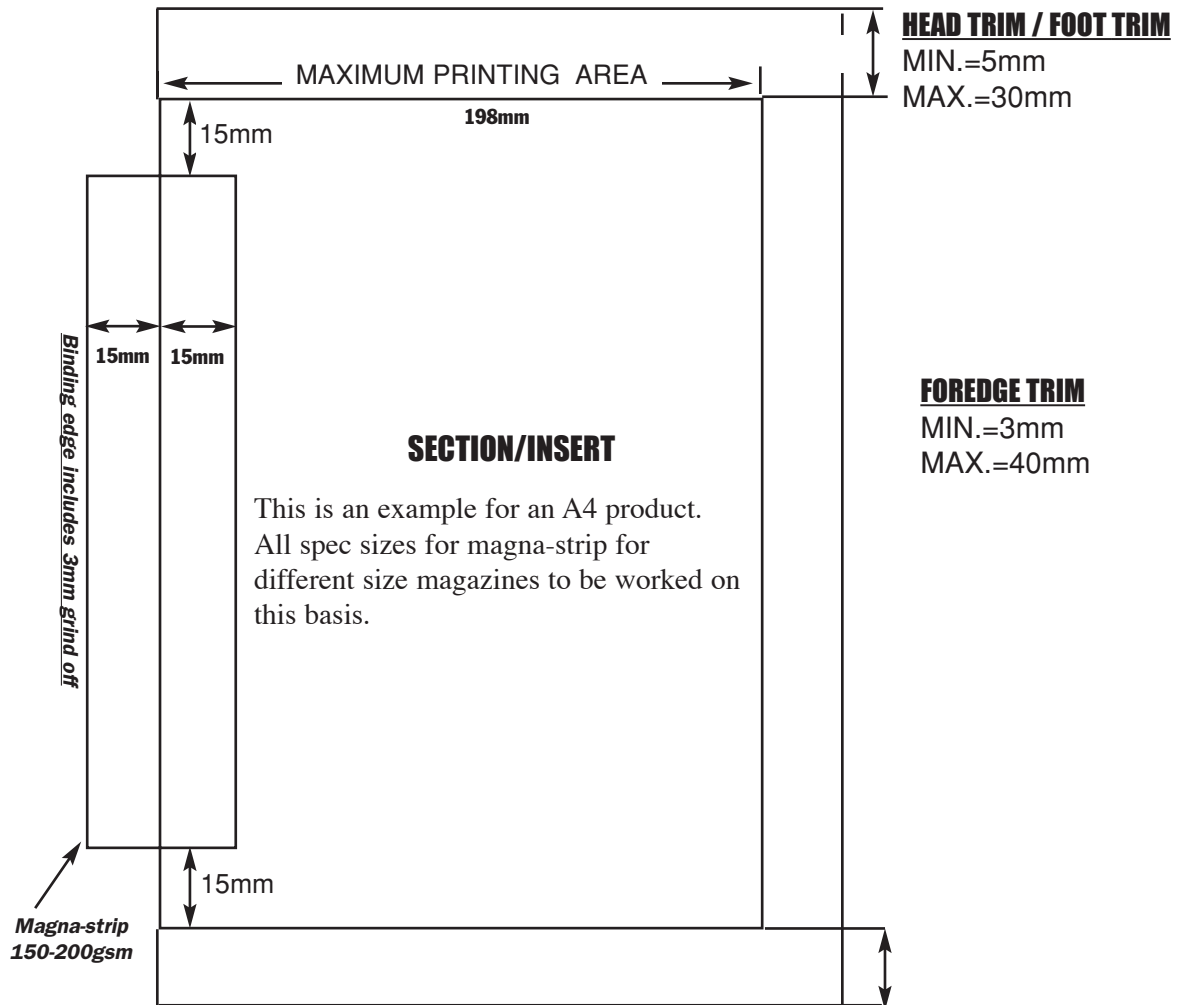


(Diagram not to scale)

- Please note that the maximum pagination for a static nailed insert is 8 pages. All other specifications are as per the loose insert details.

2.9 MAGNA-STRIP SPECIFICATION

1. The magna-strip should be 30mm shorter than the product, i.e. 15mm from the head – 15mm from the tail, from the finished size.
2. The magna-strip should have 15mm stuck to the insert product, and have 15mm overhang (binding edge), this includes minimum grind off allowance of 3mm. Minimum and maximum overhang is 13–17mm. The weight of the strip should be 150–200gsm.



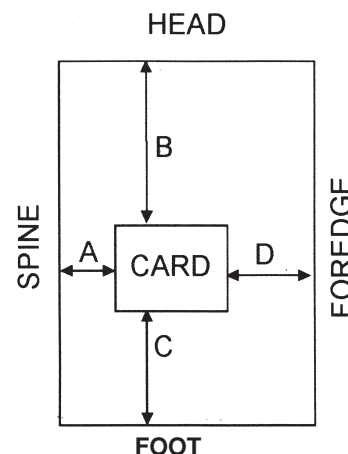
3. The magna-strip should **NOT** be applied to UV or laminated covers, unless a trial has been done, to ensure strip is strong enough to stay on the product when in production.
4. The magna-strip is not to exceed 36pp including a cover, unless a trial prior to the run has been agreed, anything above this pagination, could generate a slower running cost.
5. The magna-strip should be presented in bundles of a minimum 100's with one turn 50-50, and a maximum of 200's turned in either 100's or 50's. If turned in less this would accrue an extra cost (minimum 1 extra person).
6. If the magna-strip is perforated, prior inspection is required.

3. BLOW-ON INSERT SPECIFICATION (CAERPHILLY)

1. Please check compatibility with a Willets America machine with regard to Blow-On insert size, shape, type and weight etc.
2. Blow-On Insert needs to be informed of:
 - Is the insert going into saddle stitched or perfect bound product.
 - Or whether to be placed on highest or lowest folio of a section in order to roll the web of inserts
3. St Ives cannot guarantee that a Blow-On insert will appear in every copy.
4. A movement tolerance of 3mm must be allowed for in positioning of insert.
5. Blow-On inserts can be placed on the highest or lowest folio section.
6. Only 1 Blow-On insert per copy.
7. St Ives must approve all Blow-on inserts and their positions 4 weeks prior to production.
8. Please note Blow-On inserts replace a pocket on the binding line (i.e. reduce the maximum number of sections for perfect binding or stitching by one).
9. Please see the section on Delivery – pages 2 & 3 within this document with regard to delivery requirements.
10. Storage of inserts prior to production must be at room temperature.
11. All inserts must be on site for a minimum of 96 hours prior to production.
12. Please check the direction of winding with the relevant factory prior to the inserts being produced.

Position of insert on untrimmed page.

	Saddle Stitched	Perfect Bound
	Minimum	Minimum
A	50mm	50mm
B	50mm	50mm
C	50mm	50mm
D	50mm	50mm



4. FERAG SPECIFICATION PETERBOROUGH

4.1 MAGAZINE SECTIONS

Uncut Sections

Maximum	420mm	310mm
Minimum	258mm	195mm

Cut Sections

Maximum	400mm	290mm
Minimum	250mm	190mm

- Please note a minimum of 4mm must be trimmed off both the head and foot and 5mm off the foredge.
- A maximum of 30 mm can be trimmed from the head and foot and 40mm from the foredge.

4.2 BOUND INSERTS/OUTSERTS

Bound inserts and bound outserts should have a minimum of 4 pages to a maximum of 32 pages. All bound-in inserts and bound outserts over 4 pages must have a closed head or foot as appropriate to the way in which the publication is bound.

	Maximum	Minimum
Depth	Full size of Magazine	95mm
Width	Full size of Magazine	110mm
Lap	12mm	8mm

- The minimum 'guard leaf' must be 110mm.
- For bound-in gatefolds and other such items please supply specification and/or samples for approval to be given.

4.3 LOOSE INSERTS

We can insert up to 10 loose inserts on the Ferag. However please consult your production controller should your requirement exceed 6. The total thickness of the inserts must not exceed a total of 10mm 'pressed'. The maximum height of the magazines bundled must not exceed 300mm.

The following applies to all loose inserts:

- a. All loose inserts should be 15mm shorter than publication at both head and foot and 20mm shorter on the foredge.
- b. The minimum thickness of a single sheet loose insert should be no less than 130gsm.
- c. It is not possible to machine insert a concertina folded insert.
- d. All loose inserts of 4 pages or more are fed into the publication spine first.
- e. The pagination of an individual loose insert should ideally be no more than 32 pages. However upon consultation inserts could be accepted up to 96 pages.
- f. The minimum size of a single loose insert should be 115x105mm.
- g. A 32 page publication is the minimum pagination we can loose insert into.

4.4 MECHANICAL GLUED INSERT

Due to the nature of spot glued inserts, it is imperative that samples of the insert are sent to the site at least four weeks prior to binding to enable trials to take place. This is to ensure that the spot glued insert can run efficiently and the publisher is informed of any additional charges, which may be necessary due to slower running of the line. The following data is supplied as a guideline for publishers wishing to incorporate spot glued inserts into their publications..

	Minimum	Maximum
Width	85mm	210mm
Depth	60mm	210mm

- Please consult positional guide attached for page position.
- A movement tolerance of 10mm in any direction must be allowed for in the position of spot glued inserts

4.4.1 MECHANICAL GLUED INSERTS: FURTHER SPECIFICATIONS

- It is not recommended to print an exact position requirement on the desired page such as a dotted line etc., due to above stated tolerance.
- In most cases it will not be possible to apply card glued products to the front of section 1 or the front cover, however it may be possible with certain products, and you should check with us prior to production of your product.
- It may be possible to apply sachets in certain circumstances depending on size, position of product and supplied burst proof tested to 1.5 tonnes. In every instance, a trail would need to be completed before we can confirm runability.
- No concertina products can be applied.
- 4pp, 6pp and 8pp products can be applied, provided that there is a closed/folded edge to feed from. You must however check with us to ascertain if the product can be applied landscape or portrait.

Please note: In the event of an out of specification insert being used, an additional charge may be made as a result of reduced running speeds on our line.

Presentation

Presentation of all tip on products should be boxed with the product facing all in one direction and dividers when necessary.

Paper/Product Substance

- Minimum = 150gsm
- Maximum = 350gsm

It may be possible to apply heavier weight, please check.

Positioning Guide/Requirements

- A layout indicating position required and product size must be supplied in all instances prior to the production of your product.

- Card glued products can be applied to:
The front of the sections in normal imposition (knock to head)
The rear of the sections in reverse imposition (knock to foot)

5. INSERT SPECIFICATION FOR POCKET SIZE MAGAZINES 228x182 PORTRAIT

LOOSE INSERTS

Loose inserts should be 10mm smaller than the product size on trimmed edges.
All other insert details contained in the insert specification, pagination closed edge etc will stand.

BOUND INSERTS

Bound inserts must be produced with the appropriate magazine head/foot trim, allowing for a 3 mm spine grind off.

SPOT GLUE

Spot glue is min size as our spec, max 187mm x 120mm.

Position as spec. 40mm off spine 20mm off head, 20mm off foot, 20mm off foreedge.

6. OUT OF SPECIFICATION INSERTS

Inserts which do not meet the criteria set out in this specification will not be accepted.

Every effort will be made to accommodate your requirements. However, it should be noted that large numbers and some combinations of inserts, such as several booklets in one publication, will result in a reduction of the running speed of our binding lines and produce unstable bundles. Similarly, inserts which are out of specification, or indeed at the outer tolerances of the specified ranges, may result in reduced running speeds. A reduction of the running speed will result in an increase in the time required to bind the publication. Consequently, publishers should be aware that in certain circumstances additional binding time will result that could have an impact on production schedules. Where running speeds are reduced additional charges will be made.

7. INSERTS OVERS

Insert overs which remain on completion of the binding run, will normally be stored for a maximum of 7 days. Storage of insert overs in excess of these periods is by agreement with the factory and an additional charge for this storage will be made, at our standard rate.

COMMUNICATIONS

All queries regarding inserts should be directed to:

The Customer Service Manager

St Ives Web Division site telephone numbers:

St Ives (Andover) Ltd	01264 387000
St Ives (Caerphilly) Ltd	01443 863863
St Ives (Peterborough)Ltd	01733 555567
St Ives (Plymouth) Ltd	01752 345411
St Ives (Roche) Ltd	01726 892400