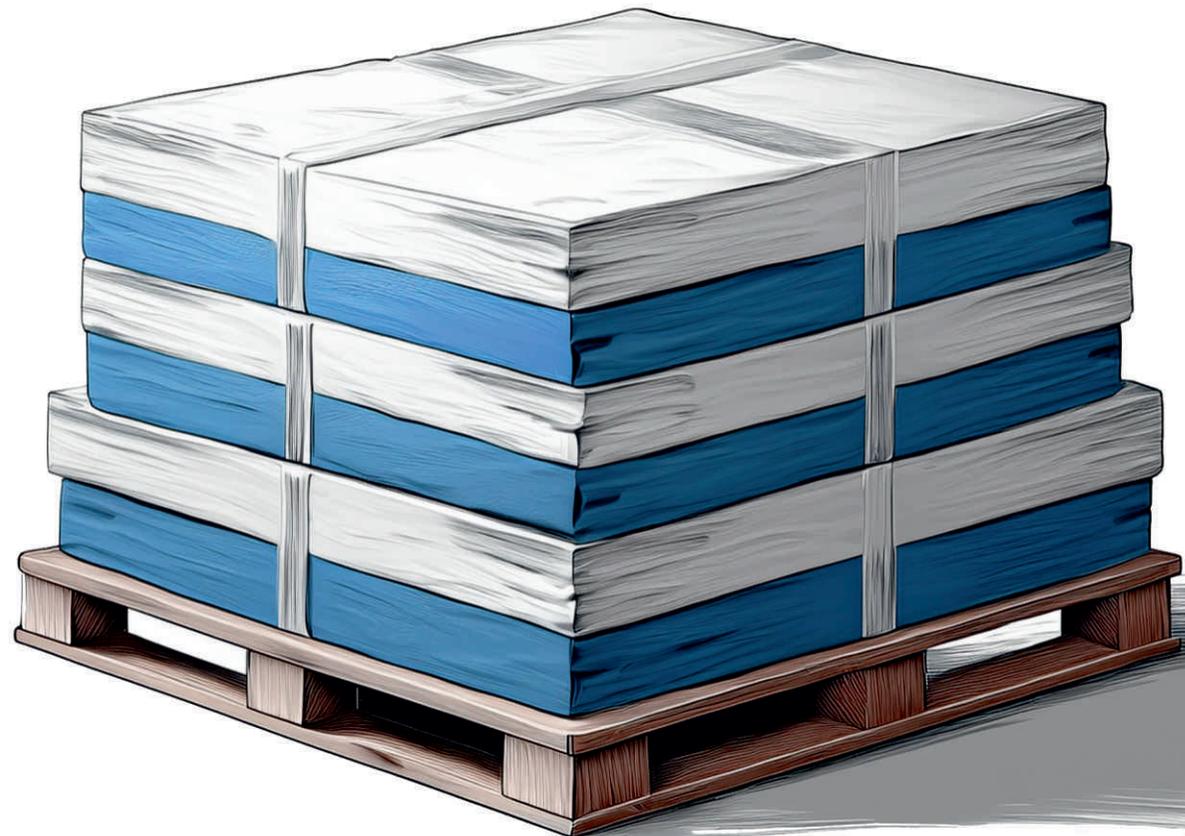


Specification for Delivery & Presentation of Printed Goods to Central Mailing Services



The objective of the following procedure is to enable Central Mailing Services to load and unload all items efficiently and without issue, whilst working to HSE guidelines. Your co-operation is much appreciated and required in enabling us to achieve this.

For Central Mailing Services to ensure we meet our customer's requirements for production and delivery schedules, we must be able to keep an accurate record and inventory of all stock items. Failure to comply with the following procedure may result in long delays, re-prioritizing or unloading timetable, or even refusal of a delivery. This decision will be made by the discretion of the Central Mailing Services Warehouse or Production Manager. Any arrangements or agreements made with other parties or departments, except for the Customer Account Manager, may not necessarily be honored.

Booking Procedure

All deliveries must be booked in using the Central Mailing Services Booking in Form. The information required is as below.

- ✓ **Delivery date(s) and Time(s)**
- ✓ **Number of pallets**
- ✓ **Description of stock, including title and issue number of Publishing work**
- ✓ **Quantity of items**
- ✓ **Delivery company name plus supplier's details including contact name and number**
- ✓ **Registration number of vehicle(s)**
- ✓ **Size of vehicle**

This completed form must be emailed to goodsin@centralmailing.co.uk

Please Note:

Central Mailing Services Limited will not accept liability for any loss or damage, which may occur to any items or goods delivered to the building or to those items or goods during attempted delivery to the building.

Delivery Address

Units 59 – 60 Gravelly Industrial Estate
Tyburn Road
Birmingham
B24 8TQ

Deliveries will only be accepted at between **6am to 9pm**
No full Artic deliveries from 5pm onwards

Insert deliveries are to be made a maximum of one week before insertion, and if possible, a minimum of three days. The quantities stated on delivery notes cannot be verified, and as a result Central Mailing Services accepts no responsibility for short supply.

Poly Wrap Centre, Side Seal & Insert Specification

Loose inserts, for inserting into mail packs, must conform to the following specifications:

Max collated package size

- *Height 25mm Width 300mm Length 420mm*

Min collated package size

- *Height 1mm Width 100mm Length 150mm*

Max individual item feed size

- *(Rotary) Height 1-8mm Width 300mm Length 420mm*
- *(Shuttle) Height 1-25mm Width 230mm Length 420mm*

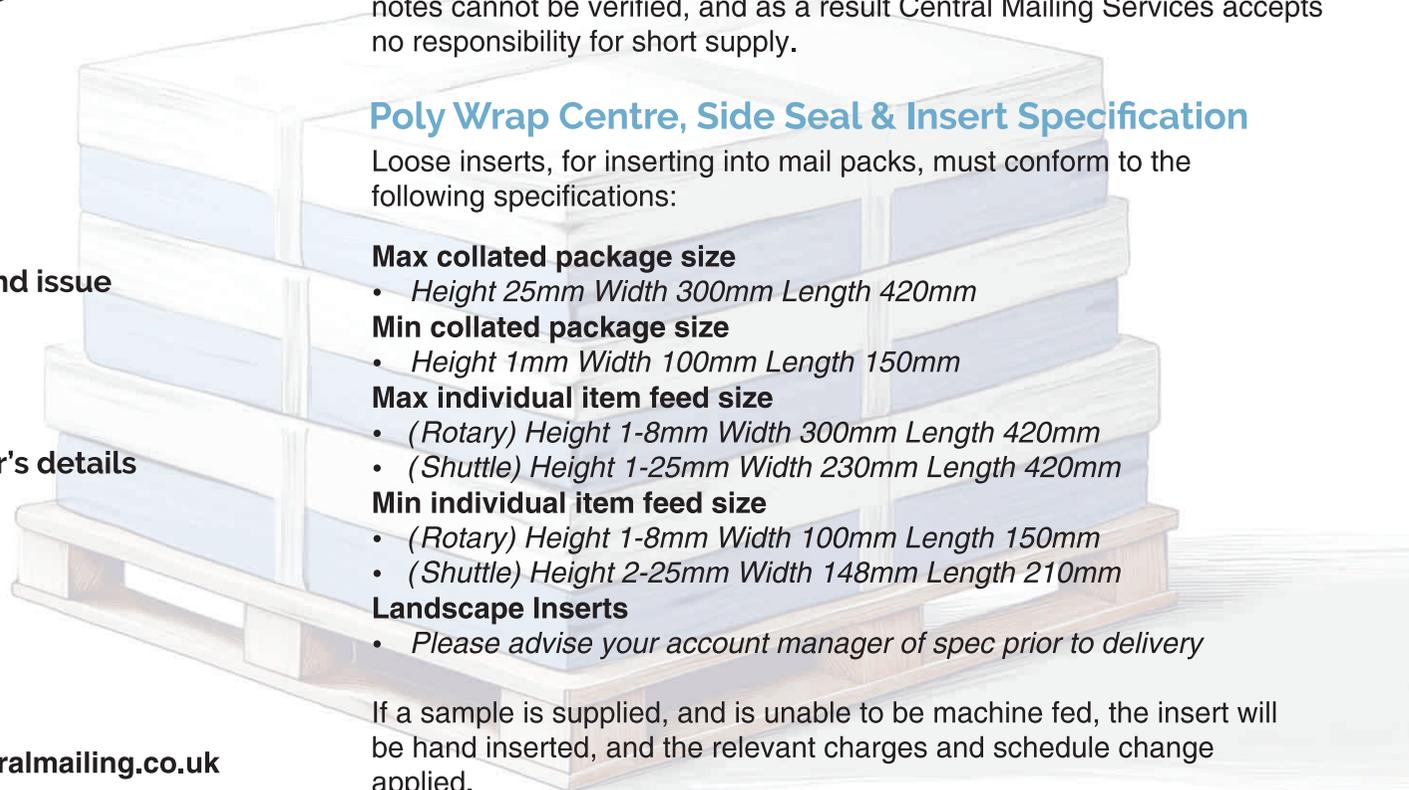
Min individual item feed size

- *(Rotary) Height 1-8mm Width 100mm Length 150mm*
- *(Shuttle) Height 2-25mm Width 148mm Length 210mm*

Landscape Inserts

- *Please advise your account manager of spec prior to delivery*

If a sample is supplied, and is unable to be machine fed, the insert will be hand inserted, and the relevant charges and schedule change applied.



Paper Wrap Insert Specification

Minimum pack size

- Height 150mm Width 100mm

Maximum pack size

- Height 450mm Width 230mm

Maximum pack thickness of a paper wrap on our Machines is 15mm

Loose inserts, for inserting into paper wrap mail packs, must conform to the following specifications:

- No insert can be bigger than the size of the main print item in height or width, unless agreed at the time of booking and paper wrap reel size has allowed for this.
- The maximum thickness of any single insert is 3mm on the leading edge; any inserts thicker than this should be submitted for approval
- Single Spine – No concertina folds or other loose edges on the edge to be fed into magazine, unless a sample has been supplied and approved prior to booking in.

Any inserts outside of these specifications should be submitted for approval prior to booking in and may be subject to additional charges; if inserts are supplied outside specification without prior agreement, then Central Mailing Services reserves the right to make additional charges or even refuse the inserts if they cannot be enclosed.

Palletized Items

All deliveries must be on high quality pallets, no more than 1 tonne/1000kgs in total weight and be no taller than 1.1 metre/110cms (including the pallet). Pallets should be either 1200mmx1000mm, or 1200mmx800mm, be 4-way entry and be able to be safely stored.

Central Mailing Services do not operate a pallet return service. If this is required, it is to be requested at the time of booking in, not when the delivery is made.

In the event that an insert is supplied as multiple versions – code change/month etc. For each different version MUST be supplied on separate pallets and labelled accordingly.

Each pallet must be clearly labelled with the quantity and description of goods enclosed. Each pallet must be numbered accordingly – pallet 1 of 2, 2 of 2 etc. All items should be contained within the pallet area.

Pallets should be securely wrapped, with either pre-stretch or cling film. If strapping is used, it should be across the length and width, and a substantial pallet top board, the same dimensions as the pallet should be used. No metal straps are to be used. There must be no overhang on the pallets.

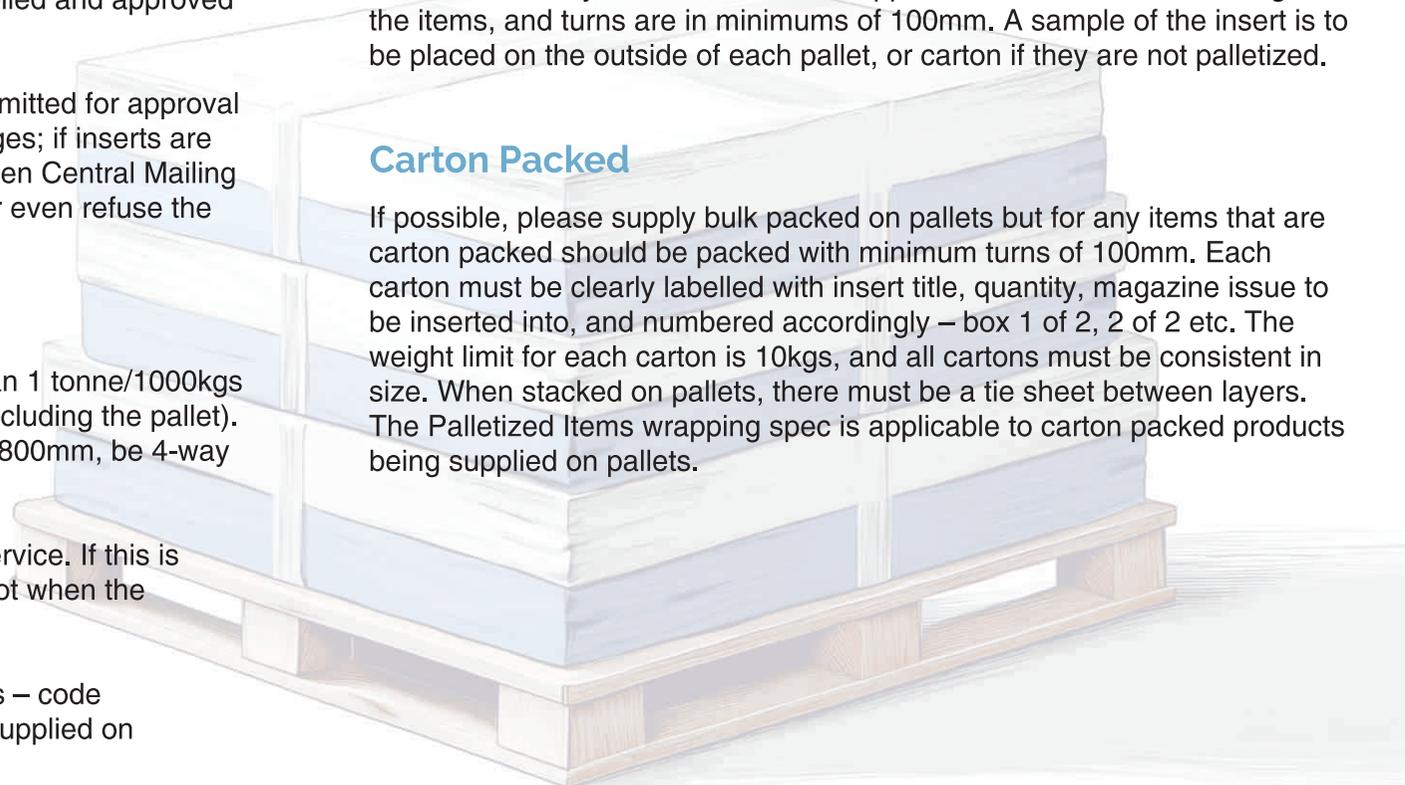
Badly wrapped/stacked pallets will be refused, with photographic evidence.

Bulk Packed

All items should be packed with minimum turns of 100mm. All items should be uniformly stacked within the pallet area, with an interlocking tie sheet between each layer. If bundles are strapped, ensure there is no damage to the items, and turns are in minimums of 100mm. A sample of the insert is to be placed on the outside of each pallet, or carton if they are not palletized.

Carton Packed

If possible, please supply bulk packed on pallets but for any items that are carton packed should be packed with minimum turns of 100mm. Each carton must be clearly labelled with insert title, quantity, magazine issue to be inserted into, and numbered accordingly – box 1 of 2, 2 of 2 etc. The weight limit for each carton is 10kgs, and all cartons must be consistent in size. When stacked on pallets, there must be a tie sheet between layers. The Palletized Items wrapping spec is applicable to carton packed products being supplied on pallets.



Acceptance and Inspection

All deliveries need to be accompanied by a detailed delivery note, as specified earlier in this procedure, which will be subjected to an inspection to ensure all items are clearly marked, securely wrapped, evenly loaded and not damaged. Where damage has occurred, photographic evidence will be provided, along with an estimate of further handling charges. Where damage is deemed excessive, the load will be refused.

Central Mailing Services reserves the right to refuse any goods which are deemed to not conform to this document, especially if there is a compromise to the Health and Safety of any individuals. If a delivery is on behalf of an end client, they will be notified as soon as possible of non-conformance. Any delay to production caused by nonconformance will be wholly at our customer's liability.

Overs

Please supply a quantity of overs for production as below:

3% for runs up to 50,000

2% for runs from 50,000 to 100,000

2% for runs over 100,000

All remaining items after insertion will be disposed of regardless of quantity unless previously agreed with your customer. If an insert is supplied for more than one issue, the items must be on separate pallets, which must be clearly labelled, as must the delivery note.

A storage charge of £5.00 per pallet per week will be imposed on any overs requested to be kept.

