

Rules for inserts

The following are V-TAB's rules for inserts. Read through this document and follow the specifications to make our work easier and avoid problems arising in respect of your own inserts. These are general rules for inserts.

Please note that different specifications and agreements may apply at each printing works.

Deliveries of inserts

- We require the inserts at least seven and no more than three working days before the date on which they are to be inserted.
- A charge shall be made for storage if inserts are delivered too early.
- Late delivery could jeopardise your insert

An over run is required

- The delivery of inserts must include an over run of at least 500 copies + 5% of the quantity

Quality of inserts and packing

Inserts must be delivered so that they can be processed without any additional preparatory work.

- Layers must be straight and even at a height of around 80 mm so that they are easy to handle.
- The bundles must be delivered loose on a pallet without card underlays/card separators, plastic wrapping or strapper bands.
- It is not possible to process inserts that are 'dog-eared' or with round or deformed spines.
- Inserts with a smaller format that cannot be made up into bundles may be delivered in cartons, which must be easy to open. These cartons must be packed onto a EUR pallet.
- Inserts must be protected from possible transport damage and penetration of moisture.
- It is not possible to process inserts that are stuck together owing to moisture, printing ink or a static charge
- There must be a distinct spine to the insert; it is not possible to process Z-folds
- The binding wire stitch must be complete and staples must not protrude.
- Samples of inserts with ore coats must be sent in advance

Format of inserts

- Minimum 110 x 165 mm
- Maximum 280 x 400 mm

Minimum paperweight

It is important that the insert is not too flimsy so that it can be inserted by our machines. This is why you should follow our recommendations for the minimum paperweight:

Number of pages	A5-A4	Tabloid	Broadsheet	
2	110	1)	1)	
4	80	80	55	
8-12	52	55	52	
16-28		45	52	45
32	45	45	45	

1) Single sheet no larger than A4.

Pallet labelling

- Use standard EUR pallets measuring 120x80 cm
- Max pallet height of 140 cm including pallet
- Bundles must not be placed outside the area of the pallet
- Pallets must be wrapped in plastic film and taped, preferably using plastic tape

Label each pallet with

- Name of the insert
- The newspaper into which the insert is going
- Date of publication
- Recipient
- Originator
- Total number of copies delivered
- Number of copies in each layer
- Number of copies in each bundle
- Number of copies on each pallet
- Total number of pallets

Delivery times

Monday to Friday 08.00–16.00

Delivery address

V-TAB Backa

Exportgatan 2-4

422 46 Hisings Backa

Telephone: +46 10-480 60 00

V-TAB Landvetter

Mediavägen 1

438 91 Landvetter

Telephone: +46 10-480 60 00

V-TAB Halmstad
Fiskaregatan 21
301 81 Halmstad
Telephone: +46 10-480 60 00

V-TAB Norrtälje
Diamantgatan 9
761 50 Norrtälje
Telephone: +46 10-480 60 00

V-TAB Södertälje
Gränsbovägen 8
152 42 Södertälje
Telephone: +46 10-480 60 00

V-TAB Örebro
Svartå Bangata 14
702 32 Örebro
Telephone: +46 10-480 60 00