

TECHNICAL INFORMATION:

BOUND-IN INSERT

section closed at head

minimum size (postcard size)	105 mm x 148 mm (better 140 x 140 mm)
maximum size (trim size, format of magazine)	168 mm x 223 mm (+ ever 3 mm head trim, foot trim, face trim and routing margin)

1 sheet= 2 pages (minimum weight):	120 g/qm (min.) - 300 g/qm (max.)
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2 sheet= 4 pages (minimum weight):	100 g/qm (min.) - 300 g/qm (max.)
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more than 4 pages (minimum weight):	60 g/qm (min.) - 250 g/qm (max.)
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more than 6 pages (minimum weight):	50 g/qm (min.) - 200 g/qm (max.)
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head trim	3 mm
bottom trim	3 mm
routing margin	4 mm
face trim	3 mm

Product must be closed at the binding edge and be already folded (no saddle stitching!)

5 mm distance minimum to the gutter without UV varnish. The inserts should not adhere to each other. Please contact us concerning further information (‘Guidelines Packaging and Transport’ enclosed).

For 8 pages supplements with a gate fold/parallel fold (turn-in flaps), the pages must lie 5 mm back from the fore edge. A distance of 10 mm from the flaps to the binding must be maintained.

Supplements may not be stapled in the spine. Parallel fold products which are open toward the binding can generally be processed.

6 pages double gate fold/ letterfold ($\angle \setminus$) can be processed only overlapping. Please make an adhesive fixation if the sides do not overlap. Zigzag fold ($\vee \wedge$) impossible.

BOUND-IN INSERT WITH INTEGRATED SAMPLES OR SCENTSEAL, SCENTSTRIP

section closed at head (perfect binding)

Bound-in insert with scent flap/scentstrip: minimum size (postcard size)	105 mm x 148 mm
maximum size	163 mm x 223 mm
1 sheet= 2 pages (minimum weight):	115 g/qm

Scent flap/scentstrip must be strongly glued over the entire height!

Bound Insert with Scentseal: amount 2 pages possible.





Bound-in insert with sachets: amount minimum 4 pages. Product sample on the inside.

If a fixed insert is to be attached to the delivered bound-in insert, then the adhesive for this fixed insert must run parallel to the gutter. The product sample must be glued so firmly against the gutter, which dissolves nothing. Glue must not leak!

Better: deliver bound-in insert and sample separately. The printer can fix the sample to the bound-in insert. Possible only on the front!

Note to sachets in bound-in insert: Please ask for technical information sheet insert stickers!

Organizational questions (availability, reservations, timings) please contact: druckunterlagen@condenast.de

Please send 5 to 10 samples as soon as possible to (please specify the object, issue, customer and product) :

Firmengruppe APPL
Werk Freising
Mr. Martin Radlmeier
Angerstr. 54
85354 Freising
Germany

DELIVERY ADDRESS:

Delivery date with rear consultation with druckunterlagen@condenast.de

(Important: **delivery note**)

Firmengruppe APPL
Werk Freising
Angerstr. 54
85354 Freising
Germany

contact: Mr. Martin Radlmeier
phone: 08161/187-22
email: m.radlmeier@appl.de

Delivery time from 8:00 a.m to 4:00 p.m.

The customer has to guarantee the accurate delivery of bind-ins, tip-ins and products based on the before checked and approved samples by Condé Nast. Condé Nast takes no responsibility on incorrect or damaged products. All predictable production costs will immediately be submitted to the customer after checking the samples sent in advance. If there are extra expenses in case of unforeseeable difficulties whilst production Condé Nast reserves the right to invoice them to the customer.

TECHNICAL INFORMATION:

INSERT STICKERS (Booklets & Sachets)

Processing only possible on a front side and right hand page

Booklet minimum size (wxh):	70 mm x 100 mm (better 70 mm x 148 mm)
Booklet maximum size (wxh):	128 mm x 183 mm
Sachets minimum size (bxh):	60 mm x 75 mm
Sachets maximum size (bxh):	128 mm x 183 mm

paper- grammage:	Postcards at least 135 gsm single sheets at least 150 gsm single sheets max. 300 gsm credit cards at least 170 gsm
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gluing:	parallel to the binding edge
gluing tolerances:	+/- 10 mm
parallel deviation:	+/- 5 %

minimum distances:	head trim: 35 mm
	foot trim: 10 mm
	gutter: 20 mm (postcard 26 mm)
	face trim: 20 mm

Foreedge possible. 10 mm space advisable, when the sachet is not to be touched..

Thickness of Sachets in the magazine: 2 mm (thicker on demand).
maximum grammage: 10 g per tip-on
The total weight of a tip -on should not exceed 25 gsm

Booklets with more than 2 pages must be closed parallel to the gutter.
A glue line is not possible in the area located 30-60 mm from the binding edge.
Processing only possible on a right hand page.

Be aware (sachets): the melting point of the sample casing must be at least 180 °C.
The sample casing must withstand a bursting pressure of at least 1,000 kPa for 15 minutes.
Liquid Sample must be welded leakproof in aluminum pouches (weldseam wide: 8mm).

We need a final imposition layout before printing.
Condé Nast can be changed the positioning of tip-ons/samples in accordance with the customer for technical reasons!





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TECHNICAL INFORMATION:

LOOSE INSERT

minimum size (postcard size): 105 mm x 148 mm (better 140 x 148 mm)
maximum size (booklet interior): 148 mm x 193 mm
maximum size (coversampling): 162 mm x 217 mm = format of magazine

	matt coated paper (Vol. 1,0)	glossy coated paper
1 sheet (2 pages)	120 - 300 g/qm	135 – 350 g/qm
2 sheet (4 pages)	100 - 300 g/qm	135 – 350 g/qm
3 sheet (6 pages)	60 - 250 g/qm	100 – 300 g/qm
more than 6 pages	54 - 200 g/qm	80 - 250g/qm

maximum thickness 2 mm

Inserts must be closed toward the binding of the carrier product. If a fixed insert is to be attached to the delivered insert, then the adhesive for this fixed insert must run parallel to the binding edge.

Note to sachets in loose insert: Please ask for technical information sheet insert stickers!

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Guidelines Packaging and Transport

Packaging standard of the Pallet:

The shrink-wrapping of the parcels is done with a needled shrink-film (40 µm) and, if required by the customer, a cross strapping is possible subsequently.

The magazine bales have to be put on euro-pallets. Other pallets can only be used after consultation with printing company.

The height of the foil bales (full bales) has to have a minimum of 3 cm and a maximum of 25 cm. The height of the bales for unpacked magazines has to be agreed with the printing company.

The weight for one euro-pallet should be 800 kg, but never higher than the absolutely load limit of 1000 kg.

Loading Protection

The loading has always to be protected with stretch foil. Other kinds of packaging (cardboards, strapping,...) are only possible after prior consultation and cause additional cost.

Standards for the completion:

Enquiry

The feasibility check for inserts takes place on the basis of an enquiry described by the form „Special insert enquiry“. If the criteria for the „standards“ are fulfilled, an individual check is not necessary. Just when the thickness of all “reduced bound-in inserts” and all tipped-on inserts together is more than 3 mm, an agreement between publisher and printing company is necessary.

Schedule

Publisher and printing company ensure through punctual enquiries and checks, that the schedule for placing an order is not endangered: The delivery of inserts to the location of the bindery should be 3 days before binding commences, when nothing different has been agreed.

Delivery papers

Every delivery to the location of the bindery should be accompanied by a delivery note containing the following details:

Using the form sheet „delivery note“ makes the procedure easier.

- Sender / manufacturer
- Magazine / issue
- Distribution area
- Name of inserts
- Features / codes
- Type of special product (bound-in insert, insert sticker, sachet, loose insert or others)
- Total quantity
- Part delivery
- Count of pallets of this delivery

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NBB: All pallets must be clearly marked by WHITE pallet cards

Packaging

The packaging should reflect the requirements to enable safe transportation, efficient production and environmental aspects.

The packaging has to be chosen carefully and should enable a secure parcel stocking. Inserts must neither be damaged nor deformed by the packaging.

The following packaging materials should be used (if possible no throw-away pallet and no metal banding):

- Euro- exchange pallets
- Stretch foil
- Paper

Palletisation

Pallets delivered to the printing company must have the size 800 x 1200 mm, a maximum height of 1200 mm and a maximum weight of 800 kg

All pallets should be protected against dampness and the loads should be stable.

The products within the pallet should be of a single version, square on the pallets and with equal numbers of layers.

The bales should always be layed on the pallet back up (headfeeder). The grip-height for a parcel or a layer containing no turns should be at least 10-12 cm. In case of inserts which are difficult to stack a different kind of packaging should be agreed with the printing company.

Boxes, bandings, rubber bands or other packaging aids are difficulties and may cause additional cost.

When insert are layed on the pallet in bundles, the length of the bundle should be between 1100 mm and 1200 mm.

The bundles have to be marked with the name of the insert and the orientation of the first page of the insert inside the bundle.

Postcards, individual unfolded sheets as well as product samples should be placed on the pallet with the same orientation. Turns within the pile are not permitted. For product samples the standard of magazine packing is required. (Recommendation of the German federation of the printing industry T+F 66/96).

- Inner sizes of the cardboard box:

length: 380 mm

width and height: 1 to 3 mm larger than the size of the product

- The flaps are sticked on the outer side
- All product samples have the same alignment
- The edge of the product sample, which shall be at the binding edge in the magazine, has to lie at the open side of the cardboard box.

Deliveries which are out of these standards result in additional costs.

All inserts must be able to be separated by machines and be processed without disturbance.

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Coverage tolerances

Cause of technical reasons it is not impossible that a magazine may contain no insert, double inserts or a wrong insert. Up to a level of 2%, at least 500 copies, defective insertions do not constitute reasons for a quality complaint.

Problems during the process

If in the process difficulties are encountered which exceed those levels expected by experience or test runs and which were not obvious prior to production begin, possible delays in delivery are not the responsibility of the printing company.

All inserts have to be delivered without any damages such as dog-ears, wrinkles and deformed backsides.

Corresponding quality lacks can result in performance reductions and corresponding additional costs.

Magazines which stick together because of electrostatic charge, clammy colours, damp copies, blanking or perforations made with tarnished tools can not be processed without manual interference and cause additional costs, too.

The printing company has the possibility to remove the inserts from the production in accordance with the publisher.

Disposal of remaining quantities

If there is a remaining stock over 20.000 copies left after the process, they will be stored for two weeks for collection and after that destroyed without consulting the publisher. Smaller remaining stocks will be destroyed immediately.

Costs incurred for the disposal of remaining stocks of paper are to be taken by the printing company.

Costs incurred for the disposal of all other waste materials, especially special waste (product samples and composite materials) are to be taken by the publisher.

DELIVERY NOTE

for special products in magazines

Sender / manufacturer:

Magazine / issue:

Distribution area:

Name of inserts:

Features/ codes:

- Type of special product:
- bound insert
 - insert stickers
 - sachet / sample
 - loose insert
 - others

Total quantity:

Part delivery:

Count of pallets of this delivery:

TECHNICAL INFORMATION:

4 pages COVERGATEFOLD

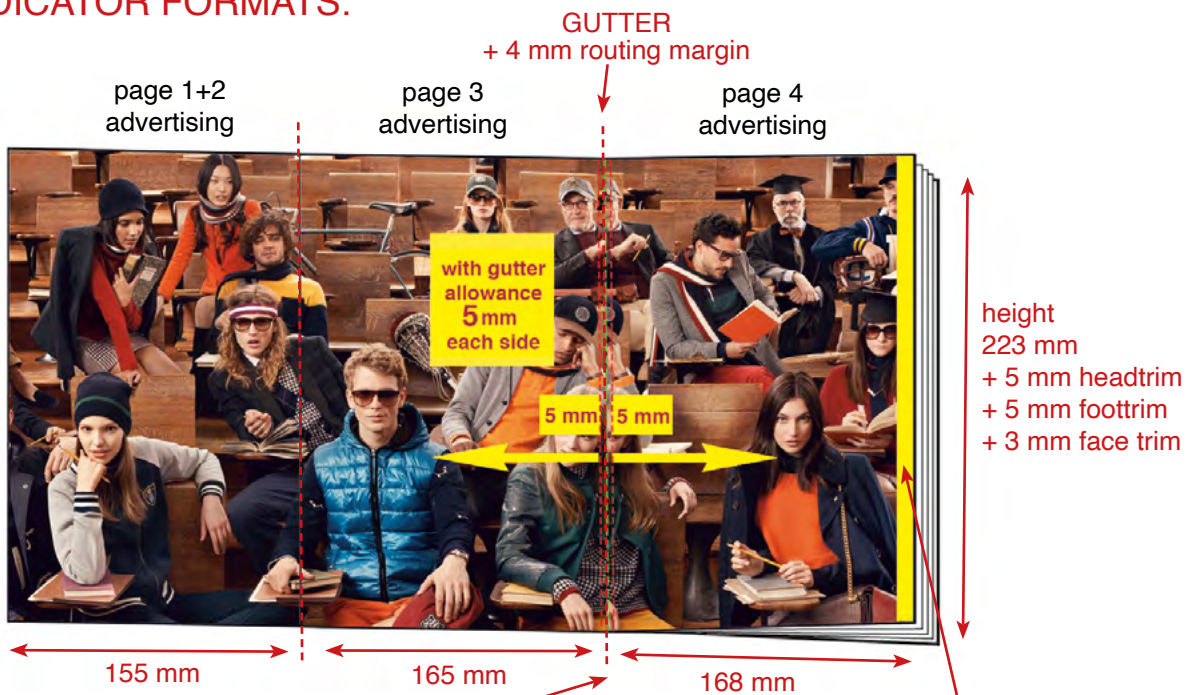
Edition:	total circulation
Total pagination:	starting from 4 advertising pages
Format:	Magazine format (shorter sides: see sketch!)
Paper quality:	cover paper- circulation paper up page 4
Placement:	page 1, 2, 3 and 4 or possible up page 3 and 4

Files must be submitted in PDF format only (in accordance with the guidelines „PDF Creation Guide for Submitting Digital Files to CondeNast Germany“, available on the Internet at www.vogue.de/datenanlieferung) together with a final color proof.

Files supplied should contain only single page element. Double page spreads need to be supplied as two single PDF's, left and right hand page.



INDICATOR FORMATS:



attention: perfect bound

if text or important pictures features run through the binding of a double page (only page 3+4) the middle should afford a duplication of 5 mm per page. Send however, as two single-page PDF's! This binding surplus must be contained in the final format of the double page

important :

in case of a cover-gate fold, the coverpage is smaller. due to this, we need 5 mm white or black blank on page 4!

Please transfer printing documents via duon: www.duon-portal.de or alternatively to: druckunterlagen@condenast.de

Proofs send to Repro:

CLX Europe S.p.A.
 Mrs. Alessandra Saccaro
 Via Dell' Artigianato, 8/a
 I - Verona 37135
 Italy

gutter allowance
Advertise page in the magazine



GLAMOUR

CONDÉ NAST
GERMANY

gutter allowance
Advertise page in the magazine



final
left hand
PDF

final
right hand
page

