

Bookbinding processing for supplements

Valid as of: February 2016

If not specified otherwise, all information is binding for finishing with perfect binding and saddle stitching.

1. Formats

Perfect binding:

Min.: 105 x 148 mm

Max.: Format of the carrier product

Saddle stitching:

Min.: 115 x 148 mm

Max.: Format of the carrier product

Fully-bleed pages must have a 4 mm trim

2. Paper weight and volumes

Matt-coated papers (Vol. 1,0)

2-page:	120g/m ²	-	300g/m ²
4-page:	100g/m ²	-	300g/m ²
6-page:	60g/m ²	-	250g/m ²
≥ 8-page:	54g/m ²	-	200g/m ²

Gloss-coated papers

2-page:	135g/m ²	-	350g/m ²
4-page:	135g/m ²	-	350g/m ²
6-page:	100g/m ²	-	300g/m ²
≥ 8-page:	80g/m ²	-	250g/m ²

3. Composition

For 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.

Perfect binding:

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

Saddle stitching:

For processing with a suction opening, the folded sheets must be closed at the top. For the gripper opening, a gripper fold of at least 8 mm is necessary at the fore edge.

4. Provision

Four working days, at the latest (ten working days, at the earliest) before the scheduled start of processing and notification by telephone at least two days before delivery.

5. Packaging

Depending upon the composition of the product, either in cardboard boxes or on pallets.

Cardboard boxes:

The supplements are to be packaged lying in the same direction, free of play, protected by partitions and intermediate sheets so that they do not slip, and with a gripping height of at least 100 mm.

Pallets:

The supplements may not be placed crosswise within the individual layer; each layer should be provided with an intermediate shelf at least 2 mm thick. Stretched pallets must be supplied with corner/edge protectors. The merchandise will be delivered exclusively on euro-pallets.

5.1 Packaging of personalised supplements

The supplements have to be placed all facing in the same direction numerically in cartons and must be sequentially numbered. The order of cartons must be marked by means of consecutive numbers. Stack and / or pallet numbers must be integrated in the address. The first and last pallets must be marked as such.

6. Special requirements

Products, samples and requirements deviating from the data specified above must be specially requested before production, sampled well beforehand and may be subject to a test run.

7. Reception of goods

Probind Mohn Media Binding GmbH
33428 Marienfeld, Bielefelder Straße 61

Pallets must be clearly marked (name of order, quantity, sender; magazines incl. edition).

Goods without appropriate documents (delivery note, custom documents) cannot be accepted.

Delivery times: Monday – Friday from 8 a.m. to 5 p.m.

We have the right to refuse acceptance of goods which do not correspond with our guidelines i.e. and the right to invoice additional costs.