

## Bookbinding processing for fixed inserts

Valid as of: april 2019

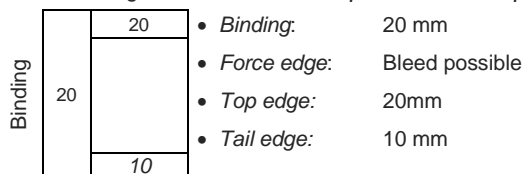
*If not specified otherwise, all information is binding for finishing with perfect binding and saddle stitching.*

### 1. Formats

min.: 60 x 75 mm  
max.: 210 x 210 mm

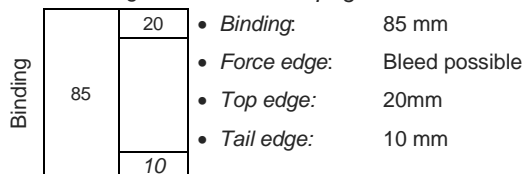
#### 1.1 Position (minimum distances)

*Perfect binding: content except for first / last page*



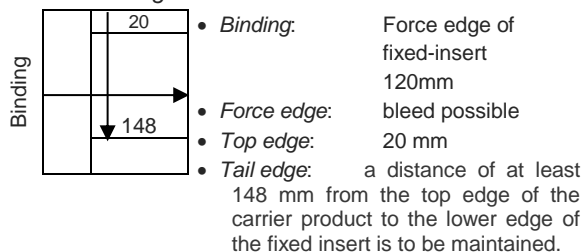
- *Binding:* 20 mm
- *Force edge:* Bleed possible
- *Top edge:* 20mm
- *Tail edge:* 10 mm

*Perfect binding: first / last page of content*



- *Binding:* 85 mm
- *Force edge:* Bleed possible
- *Top edge:* 20mm
- *Tail edge:* 10 mm

*Saddle stitching: minimum distances*



- *Binding:* Force edge of fixed-insert 120mm
- *Force edge:* bleed possible
- *Top edge:* 20 mm
- *Tail edge:* a distance of at least 148 mm from the top edge of the carrier product to the lower edge of the fixed insert is to be maintained.

### 2. Paper weight

Single sheet: 150 g/m<sup>2</sup>  
Double card: 100 g/m<sup>2</sup>  
Max. weight for each fixed insert: 25 g

### 3. Volumes

1 mm product thickness for 16-page carrier products.

### 4. Composition

Folded products must be closed toward the binding or tail edge.

### 5. Number

Two glued joints per booklet, always on the first page of a printed sheet or quire.

### 6. Glue tolerances

± 5 mm

### 7. Adhesive zones

Inserts on cover must be clarified with us before.

*Perfect binding:*

Possible in the area up to 50mm and more than 80 mm from binding.

*Saddle stitching:*

Possible in the area up to 64mm

### 8. 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.

### 9. Packaging

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

*Cardboard boxes:*

The fixed inserts 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 fixed inserts 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.

### 10. 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.

### 11. 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.