

Bookbinding processing for fixed inserts

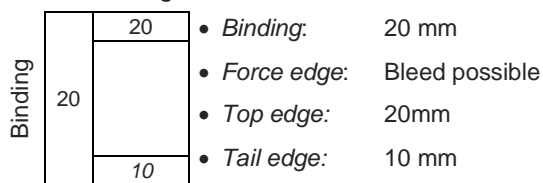
Valid as of: February 2016

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

1. Formats

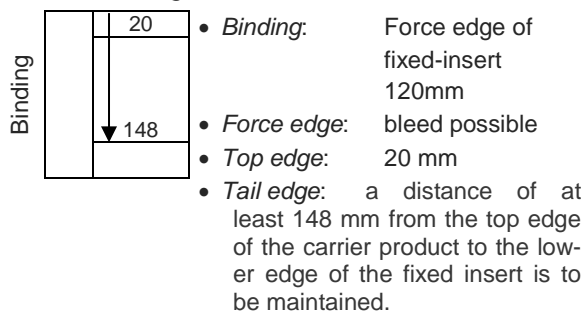
min.: 60 x 75 mm
max.: 210 x 210 mm

Perfect binding: minimum distances



- *Binding:* 20 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/m²
Double card: 100 g/m²
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. Adhesive zones

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

7. Glue tolerances

± 5 mm

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.