



PERFECT BOUND INSERT SPECIFICATION FOR BUSINESS LIFE

SIZES

- Maximum size:** 289mm x 210mm (full page size of Business Life) plus trims as detailed below.
- Minimum size:** 150mm x 120mm
- Minimum weight:** 100gsm
- Maximum weight:** 230 micron board

No binding lips are required

TRIMS

- Head trim:** 5mm
- Binding edge:** grind off 3mm
- Foredge trim:** 3mm - only required if full width size of insert is the same as the publication.
- Foot trim:** 3mm - only required if full depth size of insert is the same as the publication.

All live matter should be at least **7mm** from the head, foredge, foot and **15mm** from the bound-in edge (this includes the 3mm grind off). Supplied inserts will normally be bound at the head.

QUANTITY

Check with the production department for up-to-date quantity. Deliver actual quantity plus 2% binders wastage allowance.

DELIVERY ADDRESS

All deliveries (inc. overs) should be delivered to: St. Ives Roche
Victoria Business Park
Roche
St. Austell
Cornwall
PL26 8LX

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All consignments must be accompanied with the correct paperwork stating:

1. Title of magazine
2. Month of insertion
3. Name of printed matter supplied
4. Quantity
5. Codes for any different versions supplied and quantities of each
6. Booking reference for delivery *

* Delivery is required one week prior to binding. Delivery should be booked with St.Ives 48 hours in advance of delivery whereupon a booking reference will be issued. Call 01726 892495 and ask for Myra Tait. Other than the booking of inserts, all enquiries should be made via Cedar.

LABELLING

All inserts must be clearly marked for '**Business Life**', quantity, issue and name of insert.

PACKING

Inserts should be delivered correctly stacked on pallets. Pallets must be in good condition to allow them to be stacked two high. Pallets of inserts must be adequately wrapped and protected to avoid damage during transit. All palletised inserts should be presented with the minimum number of turns, not less than 50 per turn, but definitely not less than 25. If inserts are not able to be palletised then they should be packed neatly in cartons - weight must not exceed 25 kilograms, un-banded and with no turns.

OVERS

Please note any overs will be disposed of within 7 days of binding date unless written instructions are received.

CONTACT

Please contact Sarah O'Neill on +44 (0) 20 7550 8059