



PERFECT BOUND INSERT SPECIFICATION FOR HIGHLIFE

SIZES

- Maximum size:** 289mm x 210mm (full page size of Highlife) plus trims as detailed below.
Minimum size: 140mm x 100mm
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.

ADDRESS

All deliveries (inc. overs) should be delivered to:

Artisan Press,
Gorse Hill Industrial Estate,
Beaumont Leys,
Leicester

LE4 1AQ.

LABELLING

All inserts must be clearly marked for '**Highlife**', 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 to turns, preferably 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 into cartons - weight must not exceed 25 kilograms, un-banded and with no turns.

DELIVERY

Delivery is required two weeks before binding. Please note any overs will be disposed of within 7 days of binding date unless written instructions are received by our binding date

CONTACT

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