

Insert order

For an insert order
please provide the following information:

customer/client:

address and contact person:

title of the insert:

name and issue no. of the newspaper
in which the insert is to be placed:

date of publication:

weight or number of pages of the insert:.....

format and quality of the insert:

.....
e.g. (type of fold such as fanfold or gate fold) stapled or stuck, tip-on card, voucher envelope, one or two-sided flap

type of processing (insertion or adhesion):.....

number of the inserts to be processed:.....

distribution area (federal province, postcode, town or city, districts):
.....

contact person for any
queries (with tel. and fax no.):.....

Name of the printing company who is supplying the inserts:

Please send this information to us 3 working days before the date of processing!

contact address at DRUCK STYRIA GMBH & CO KG: druck@styria.com

contact address at DRUCK CARINTHIA GMBH & CO KG: office.carinthia@styria.com

Quality of inserts:

Format of inserts:

- Minimum format DIN A6 (105 x 148 mm)
- Maximum format 300 x 225 mm

tip-on cards

- Mechanical processing is only possible with individual cards.
Processing is done only in portrait format.
- Format A6 (105 x 148 mm), paper quality 200 g/m² matt or glossy (max. 250 g/m²) A7 (74 x 105 mm), paper quality 250 g/m²
Square: (105 x 105 mm), paper quality 200 g/m² matt or glossy
- Paper grain: narrow web, longitudinal to 148 mm
- The cards may not be varnished as they otherwise bend and cannot be processed
- Area of adhesion: title page or back page of the newspaper
- Minimum circulation: 5,000 units in one sequence or an entire district (smaller or more selective orders can only be implemented manually)
- The definition of front or back side of the card is mandatory (the transmission of a PDF file is recommended).

sleeves:

- Sleeves must be delivered in glued form. Format 233 mm width, 40 to 235 mm height. The processing can only be done manually.

Cut inserts:

- All inserts must be cut at a right angle.
They may not have any cutting errors caused by defective knives.
- Inserts blocked by blunt cutting knives when cut cannot be processed.

Individual sheets:

Format area	Minimum base weight	max. base weight	
DIN A6 105 x 148 mm DIN A6/5 105 x 148 mm	170 g/m ²	200 g/m ²	without technical monitoring
DIN A5 148 x 210 mm (at least 120 x 205 mm)	150 g/m ²	200 g/m ²	
DIN A4 210 x 297 mm	135 g/m ² Volume paper 1.1	200 g/m ²	

Quality of inserts:

Multi-page inserts:

Format area	Min. number of pages	Max. number of pages	Max. weight per copy
DIN A6 105 x 148 mm DIN A6/5 105 x 210 mm	4 pages (115 g/m ²)	24 pages (80 g/m ²)	16 g without technical monitoring
DIN A5 148 x 210 mm (at least 120 x 205 mm)	4 pages (115 g/m ²)	48 pages (65 g/m ²)	46 g
DIN A5 landscape format	4 pages (115 g/m ²)	56 pages (65 g/m ²)	57 g without technical monitoring
Guide format (190 x 190 mm) (max. 205 x 190 mm)	4 pages (115 g/m ²)	up to a max. of 80 g	80 g
DIN A4 210 x 297 mm	4 pages (115 g/m ²)	up to a max. of 120 g	120 g
DIN A4 up to a maximum format of	4 pages (115 g/m ²)	up to a max. of 120 g	120 g

Newspaper jacket (cover)

Number of pages	Format	at least paper thickness	
4 to 16 pages	235 + 225 x 300 with overfold	135 g/m ² Volume paper 1.1	Web run direction = Lengthwise direction of the open product
20 to 48 pages	235 + 225 x 300 with overfold	80 g/m ²	Web run direction = Lengthwise direction of the open product
4 pages transparent cover	235 + 225 x 300 with overfold	Transparent paper 105 g/m ² not varnished!	Web run direction = Lengthwise direction of the open product
Flap	95 + 225 x 300	Flaps can only be processed processed.	

Newspaper jacket (cover)

Number of pages	at least paper thickness	
8 to 12 pages	55 g L print or similar	Processing by machine
16 to 96 pages	45 g newspaper	Processing by machine

Quality of inserts:

Weights:

- The weight of an insert should not exceed the maximum limits indicated. If it is above, you must consult our dispatch department.
- Under no circumstances may the weight of the insert(s) exceed that of the newspaper.

Types of fold:

- Folded inserts must be processed in the simple fold or cross-fold or letter fold.
- Fanfold (zigzag) or gate fold can only be processed manually.

Stuck-on products:

- Postcards are fundamentally to be stuck on the inside in the insert. They must be stuck flush to the head or foot of the insert in the fold.
- No spot gluing but only line gluing should be used.
- With all inserts with products stuck on the outside, coordination with the dispatch department is required.
- The mechanical processing of inserts with special formats, sample goods or product samples is not possible without the prior technical review by the dispatch department.

One or two-sided flap:

- Inserts with flaps can only be mechanically processed after consultation and prior technical check by our dispatch department.

Envelopes:

- With envelopes, care should be taken that the content fills them. If the content does not have the same format as the envelope, the submission of samples and consultation with the dispatch department is necessary.

Wire stitching or adhesive folding:

- Wire stitching should only be used with more than 16 pages. An orderly and error-free stitching is to be ensured (with fewer pages for stitching, no guarantee can be assumed for the correct processing).
- All inserts should fundamentally be produced with back or fold gluing.

Payment slips:

- Payment slips must be produced with extension and folded to a format of DIN A5.
- The perforation must be designed as a laser or micro perforation.

Packaging and transport of the inserts:

Condition on delivery:

- The inserts delivered must guarantee an impeccable, immediate mechanical processing with regard to their type and form, without additional, manual preparation being necessary.
- Inserts that are stuck together or have become moist due to printing ink cannot be processed.
- Inserts with bent-over corners or edges, squashed folds or with shifted (round) backs can also not be processed. Electrostatically charged inserts cause disruptions to production (multiple inserts in one newspaper possible).

Layers:

- The uncrossed, straight layers should have a height of approx. 100 mm.
- The individual packages must lie with the back page upwards and may not be bundled or packed.
- A pre-sorting due to layers that are too small causes additional costs which will be charged to the client.
- The height of the pallets may not exceed 1.2 m.

Accompanying documents and delivery note:

- Information about customer/client, title of the insert, name of the medium to be inserted, date of publication, size of the individual packages, units per pallet, total units and the number of pallets is absolutely necessary
- Each pallet must have a pallet note.

Delivery of the inserts:

- 1 working day before the date of processing with regularly recurring inserts (minimum 12 x p.a.).
- 3 working days before the date of processing with new customers or deviating formats.
- For inserts that are delivered later, no guarantee can be assumed for a quality check and thus for an orderly processing.

Conditions of delivery:

The goods are to be delivered free domicile, with customs and taxes paid (goods that are not sent free domicile will not be accepted by us).

Combined orders:

For so-called combined orders (subscriptions and residual households), the delivery of the necessary quantities must be done separately according to the respective orders.

Processing of inserts:

Mechanical inserts:

- These can only be inserted in the newspaper spine.
- The order in which the inserts lie in the newspaper cannot be determined in advance. The order is dependent on the quality and number of the inserts and can therefore only be determined during processing.

Small-volume orders:

Insert orders up to 3,000 units will be processed manually without exception.

Manual inserts:

- Inserts to be processed manually will fundamentally be inserted in the newspaper spine.
- Manual inserts in a place other than in the newspaper spine are only possible after prior consultation (additional costs that are incurred will be charged).

Residual inserts:

Any residual inserts will be disposed off automatically after 3 working days.

Delivery addresses:

druck styria gmbh & co kg dispatch department,
Styriastraße 20, A-8042 Graz, Tel. +43 (0) 316 8099-2060.

delivery times: Mon. to Fri. 7.00 am until 3.00 pm

druck carinthia gmbh & co kg dispatch department,
Industrieparkstraße 6, A-9300 St.Veit, Tel. +43 (0) 4212 28500-350

delivery times: Mon. to Fri. 8.00 am until 3.00 pm

Please only make a delivery outside of the delivery times after prior telephone registration with us in the dispatch department. Any additional costs caused by a delivery outside of the delivery times cannot be borne by us and must be charged on to the client.

Residual inserts:

Generally + 1.5%. With small-volume orders up to 10,000 units, 300 units are required as an allowance for the test run.

Processing of inserts:

Insert guarantee:

Important: No insert guarantee can be given for inserts that do not correspond to the specification.

		Unit	Processing:	a:	b:	c:
Partial insert	up to	3.000	manually	100%	100%	100%
Partial insert	up to	15.000	Selective processing mechanically	93%	90%	90%
Partial insert	up to	15.000	Processing in one block mechanically	94%	92%	90%
Partial insert	up to	50.000	mechanically	96%	93%	92%
Partial insert	over	50.000	mechanically	98%	95%	95%
Total insert			mechanically	99%	97%	96%

category a: Format: newspaper format, medium paper quality, without flap, tip-on card or goods samples

category b: Format: < newspaper format up to postcard size without flap, poor paper quality, without tip-on card or goods sample

category c: Format: < newspaper format up to postcard size with flap or stuck-on tip-on card, poor paper quality, without goods sample

with special forms of advertising (booklet, stuck-on goods sample, etc.) a reduction of the insert guarantee by a further 5% is deemed to be agreed. For combinations of inserts (selective inserts) with which a multiple switching on/off the different inserts is required, the guarantee per position is reduced by at least another 5%. In addition, the change in inserts results in packages with mixed inserts.

With a combination of different inserts, the poorest and/or the smallest circulation in the combination and production sequence determines the insert guarantee.

Complaints regarding inserts must be made in writing within 7 days.

Complaints that are received later cannot be taken into account.

All insert orders will be implemented with the usual accuracy.

The printing company does not assume any responsibility for the inserts lost during production.

No compensation will be given if several of the same insert are placed in one newspaper.