

# Packaging and Insert Specifications

**ISLINGTON PRINTING**



2250 Islington Avenue  
Etobicoke ON M9W 3W4

## Packaging Specifications

Inserts must be bulk on pallets (not tied).

Inserts must be properly jogged in minimum lifts/turns of 4 inches high.

**Card and envelope** inserts should be packed in cartons in rows, with dividers between each row. Carton must not exceed 40 lbs.

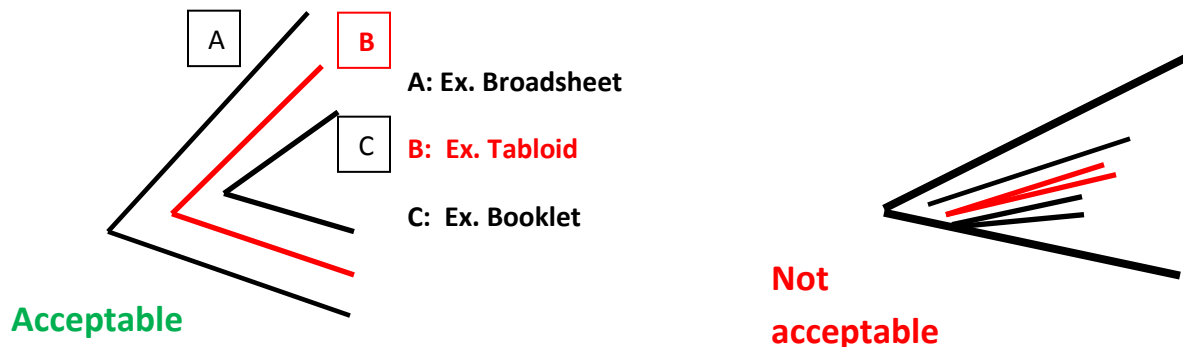
**Glossy** inserts may be secured with an elastic band if necessary.

**Quarterfolded** inserts (*required only to meet minimum basis weight – refer to the 'Insert Measurements' on pages 4 and 5*) may be secured with an elastic band if necessary.

**Magazines and digest formatted** inserts can be supplied in boxes or in life containers without strapping.

**Multiple product** inserts must be supplied as a final secure piece.

The different flyers must be set inside one another, tucked in the middle. The maximum amount of products is 3 inserts into 1 jacket.



Inserts are to be supplied on 40" x 48" wood pallets in good condition. Alternative pallets (plastic reusable pallets) may be considered provided an arrangement has been made with the supplier. The height of the pallet must not exceed 48" in height and 2,000 lbs.

The pallet must have an opening height of no less than 3 3/4" inches to allow handling with fork trucks and hand trucks. Two-way pallets are acceptable.

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Ensure the bottom surface of the pallet is uniform (cardboard can be used).

Product on pallets must fit within the surface of the pallet and not extend beyond.

Cardboard separators should be placed between the layers to prevent shifting of product.

Pallet tops or cardboard covers are to be used to protect the top layer of the pallet.

Use appropriate banding to secure the pallet.

Stretch wrap and edgeboard (when necessary) are to be used to protect the flyers and secure the pallet.

Each pallet must contain the same number of copies with the last pallet containing the balance.

Skid tags and a sample of the product must be located on two adjacent sides of the pallet.

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Each delivery must include a **bill of lading/shipping delivery slip or packing slip** with the following information:

- Name of Publication
- Flyer/Insert Name
- Version (*if applicable*)
- Publication Date
- Total number of Inserts shipped
- Number of skids shipped per flyer per publication
- Total number of skids or boxes in the shipment

**Skid tags or box** must contain the following information for identification:

- Name of Publication
- Flyer/Insert Name
- Version (*if applicable*)
- Publication Date
- Number of inserts on the skid or in the box
- Number of pallets or boxes in the lot

The flyers are accepted the week prior to Islington Printing's insertion date.

The packaging of the pallet must be of good quality for unloading.

For courier deliveries (ex. Purolator, Fed/Ex, UPS) a packing slip must accompany the first box and contain the above checklist information.

*Please note that should the pallets arrive double-stacked, the printer accepts responsibility for the quality of the product received at Islington Printing.*

*Deliveries that do not meet our requirements will not be accepted.*

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## Insert Specifications

### **BOOKING AN INSERT**

- Islington Printing requires that all insert bookings be received via GFS File (TSL Spreadsheet) five (5) days prior to the scheduled insertion date.
- Islington Printing requires inserts be received five (5) days in advance of the insertion date and no more than the week prior to insertion. A pre-established receipt date and time can be arranged for regularly scheduled publications.
- Since insertion is a mechanical process, a minimum of 2% above the desired inserting quantity is required for spoilage. *Leftover flyers will be recycled as soon as the inserting process is completed unless otherwise requested by the customer in advance.*

### **OTHER FORMATS:**

- Perfect Bound inserts should not exceed 3mm in thickness. Any perfect bound inserts exceeding 3mm must be approved in advance by Islington Printing.
- Postcards must be tipped on the inside of the insert. They must be tipped flush in the fold to the head or foot of the insert and must be parallel to the fold.
- Only strip gluing (no spot gluing) should be used
- Accordion Folded products cannot be processed

### **INSERT MEASUREMENTS: Single Sheet**

The allowable measurements are dependent on basis weight\*.

- inserts measuring between 3.5"x 5.75" and 4"x 6" require a minimum basis weight of 170g/m<sup>2</sup> (115 lb. based on *Book stock*)  
Piece weight = 2.21g to 2.63g
- inserts with measurements greater than 4" x 6" but less than or equal to 8.5" x 11" require a basis weight of at least 120g/m<sup>2</sup> (81 lb. based on *Book stock*)  
Piece weight = 1.86g to 7.24g
- inserts with measurements greater than 8.5" x 11" but less than 10 3/4" x 12 1/2" require a basis weight of at least 80g/m<sup>2</sup> (54 lb. based on *Book stock*)  
Piece weight = 4.83g to 8.36g

\* Overall size of insert must not exceed the dimensions of the jacket (publication).

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## INSERT MEASUREMENTS: Multiple Pages

In all cases, the inserts must have the following measurements

- Minimum size: spine of 5.75", cross spine of 3.5"
- Maximum size\*: spine of 12 1/2" \*, cross spine of 10 3/4"
- The number of pages is dependent on basis weight, inserts with:
- 4 to 6 pages require a basis weight of at least 60g/m2  
(40 lb. based on *Book* stock)
- 8 to 12 pages requires a basis weight of at least 50g/m2  
(34 lb. based on *Book* stock)
- 14 to 128\*\* pages requires a basis weight of at least 35g/m2  
(24 lb. based on *Book* stock)

\* Overall size of insert must not exceed the dimensions of the jacket (publication).

\*\* For multiple paged inserts above 64 pages, approval from Islington Printing must be obtained.

### **IMPORTANT:**

Any inserts received with quality concerns will not be the responsibility of Islington Printing

Out-of-spec or unusual inserts require pre-approval from Islington Printing

Additional handling charges will apply if inserts do not meet Islington Printing's packaging specifications

## Receiving Hours of Operation:

Appointments are required prior to arrival for optimum unloading.

Monday – Sunday      6:00 AM – 8:00 PM

### **Logistics Department (Coordinator):**

Mobile: (647) 338-9800

Office: (416) 646-7965

### **Receiving Docks:**

2A, 2B, 2C, 2D, 2E and 2F