



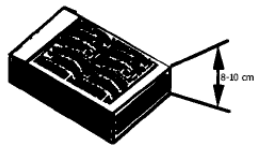
## Recommendations for the palletization of inserts

Insertion of pre-printed matter in the shipping room is an increasingly common practice in Europe and processing of the various inserts by the newspapers is becoming more and more complex. The space available to store pallets of pre-printed matter in the warehouses and shipping room is not unlimited. Common recommendations for palletization of inserts will benefit both the newspapers and the supplement printing centres. An agreement on how to proceed will cut out many unnecessary tasks and will enable the printing centres to save time and material. In addition, damage to the inserts will be reduced to a minimum.

Failure to observe these instructions may entail additional costs which will be invoiced, or even rejection of the goods.

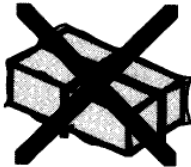
### Making up the packets

- The packets of inserts can consist of several alternated quires.
- The height of the quires is between 8 and 10 cm.
- The quires must contain only inserts in the same direction.
- Packets in the same row must be of the same height.



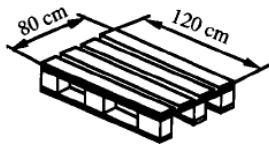
### Do not tie the packets with string or package them

- The packets must not be tied with string or shrink-wrapped, so as to save time and material.
- Tying with string can damage the inserts.



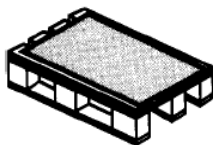
### Solid euro-standard pallets (re-usable or non-returnable)

- Use wooden pallets measuring 80 cm x 120 cm.
- To facilitate handling, it should be possible to pick up the pallets on all four sides with a forklift truck or a lifting device.



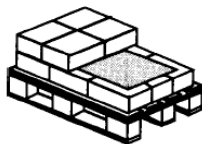
### Cover the pallet with a cardboard sheet before stacking

- The pallet must be protected with a solid cardboard sheet to prevent damage to the bottom layer.
- This sheet protects the inserts from dirt.



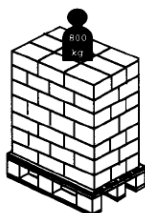
### Place a sheet of cardboard between each layer of packets

- A sheet of cardboard placed between each layer of packets increases the stability of the pile, which is particularly important at the time of stacking.



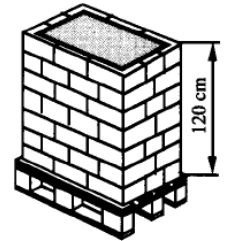
### Maximum weight of the loaded pallet: 800 kg

- The safety weight limit for handling with a lifting apparatus is 800 kg.



### Maximum height of the loaded pallet: 120 cm

- A height greater than this causes problems during manual unloading.
- The higher the pile, the more likely it is to be unbalanced.



### Protect the upper side of the loaded pallet

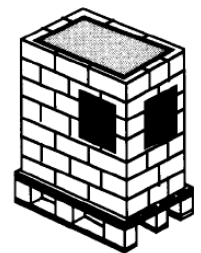
- An ordinary sheet of cardboard is sufficient if the pallet is not stacked.
- For pallets stacked on top of one another, a solid wooden cap is necessary.

### Aligned stacking

- Stack the packets in close rows.
- Stack so that no packet projects beyond the sides of the pile.
- The rows must contain packets of the same height.
- Aligned stacking protects the inserts better from any damage.

### Affix two identification sheets to the sides of the pallet

- These sheets must show:
  - a the name of the newspaper
  - b the designation of the insert
  - c the date of insertion
  - d the total number of inserts delivered
  - e the number of inserts on the pallet
    - the number of inserts per packet
    - the pallet number
    - the total weight of the pallet
  - f the printer's name, address and phone number
  - g space for two bar codes.



### Attach a delivery note

indicating points a to f above. 10 models of the insert should be attached to the note.

### Tie the loaded pallet with string or shrink-wrap it

- When being transported, in particular over long distances, it is necessary to shrink-wrap and band the pallets to protect the inserts.
- It is recommended to band the pallet with two turns in each direction so as to distribute the force acting upon it and to obtain a more balanced stack. If banding is used, the pallet must be protected with a wooden cap.

