



Specifications for Tipped on Product

SEPTEMBER 2020

Introduction

The following specifications and delivery guidelines are to assist suppliers of product which are to be mechanically tipped onto a page in magazines published by Are Media.

These guidelines are to be strictly adhered to in order to comply with Are Media's editorial requirements, requirements of our printers, the postal services and in some cases legal requirements. Inserts outside these guidelines maybe rejected and Bauer or its suppliers are not liable for any cost associated with non-compliance.

It is not to be assumed that because product has run successfully in one magazine it can also run in another as there are several different makes of binding machinery and each printer may operate them differently or have different handling systems.

Note that certain product may be tipped on manually (by hand) – this is not covered in this document and such product is only done manually on application – please contact your Are Media account services representative to discuss.

Contents

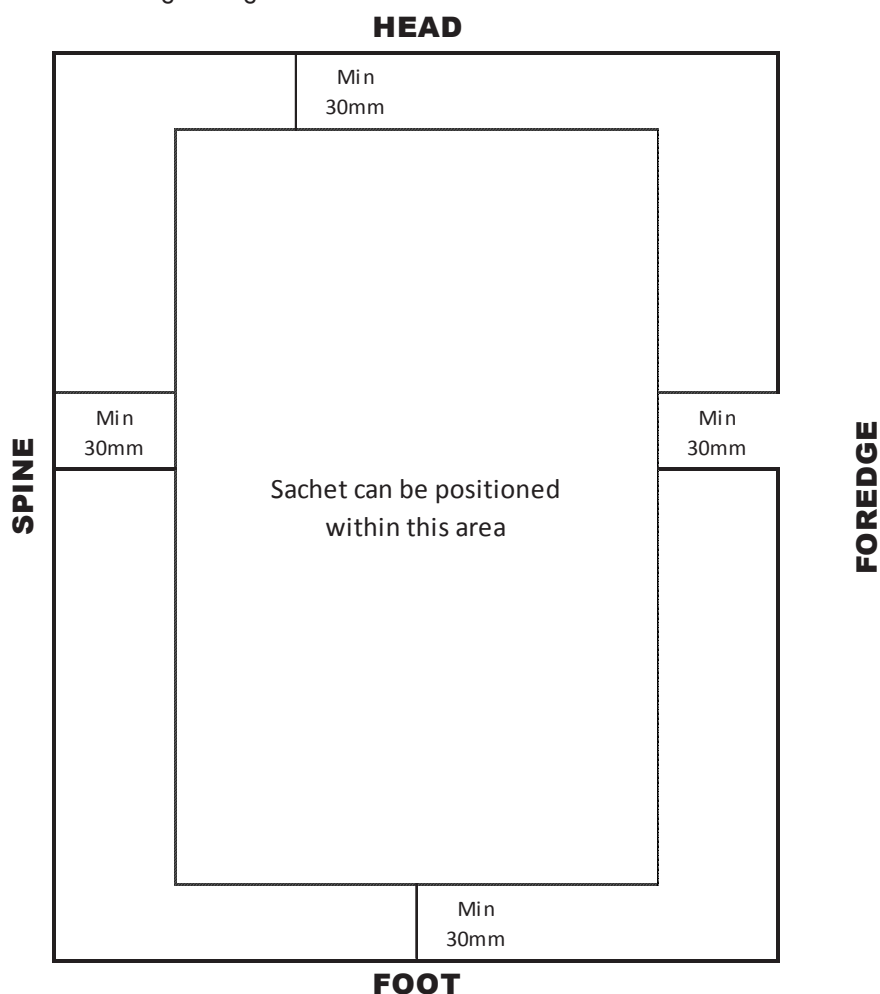
1. Overview of tipped on product.
2. Guidelines on product specifications.
3. Samples and Testing.
4. Delivery Requirements.
5. General Restrictions and Indemnity.
6. Appendix 1 and 2 - Sample Booking and Pallet Tag.

1. Overview of tipped on product into magazines

Certain product can be tipped onto a page mechanically during the binding process onto both perfect bound and saddle-stitched product. This product includes cards, booklets and certain types of product samples such as sachets. In the case of sachets please refer to Are Media's liquid sachet specifications [\(link\)](#) for further details.

Products are tipped onto pages using glue which may stain or mark the backing page and the product. This must be taken into account when placing the page and designing creative.

Positioning of tip-ons will be confirmed at time of testing. General guidelines for positioning of mechanical tip-ons are shown below. Note however that bulkier product may be limited to positioning in the corner of product to aid stacking of magazine bulks.



Please refer to item 2. D – Minimum and maximum size and weight for more detail on positioning.

Note that variation of positioning will occur during the production run and movement of 5mm is not uncommon.

2. Guidelines on Product Specifications

Minimum and Maximum Sizes and weights.

As production methods vary from title to title it may be possible, subject to testing, to go outside the minimum and maximum sizes and the below sizes should be used as a guide only.

For Mechanical tipping onto pages recommended sizes are;

Minimum Size: 85mm (h) x 55mm (w)

The minimum height a product can run parallel to spine or foreedge is 85mm – the shorter side will run parallel to the head or foot.

Maximum Size: 190mm (h) x 150mm (w)

The maximum width a product can run parallel to the head or foot is 150mm – the longer side can run parallel to the spine or foreedge.

Minimum Weight: 5 grams

Maximum Weight: subject to test

Tip-ons require a minimum of one closed and two straight edges. The closed or one straight edge will run parallel to the spine the second will run parallel to either head or foot depending on the knocking direction of the magazine.

Due to the nature of the tip-on units and the speed at which they run, product must be stable and be able to be stacked vertically and consistently.

For mechanical inserting (either bound or loose) of sachets within a carrier consult Bauer Media bound and loose insert specifications calculator. Note insertions of this nature are subject to pre-approval.

Inside front or inside back cover mechanical tip-ons are not possible.

Manual tip-ons are subject to agreement due to the impact on magazine deadlines.

3. Samples and Testing

All tipped on product require samples for approval. For product with in the minimum and maximum specifications and product for manual insertion, a minimum of 4 samples are required.

Bauer production may request up to 200 samples if a live production trial of inserting is required.

Samples provided for approval must be made to the same specifications as the final production run. They can be unprinted.

All sachets outside the minimum and maximum sizes will require 200 samples for live testing.

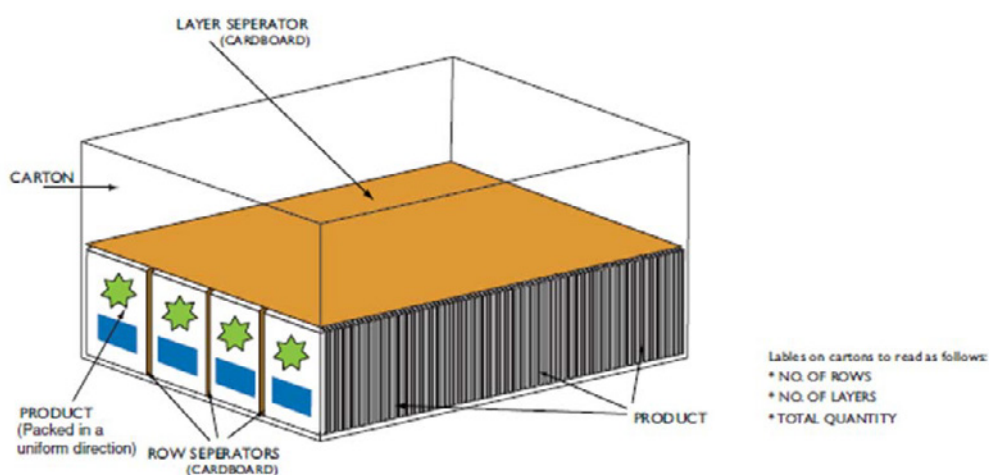
All final production runs will be checked against approved samples.

4. Delivery Requirements

All small product must be delivered in nested cartons. Product for mechanical insertion will not be accepted loose in cartons.

Cartons must not be more than 10kg in weight.

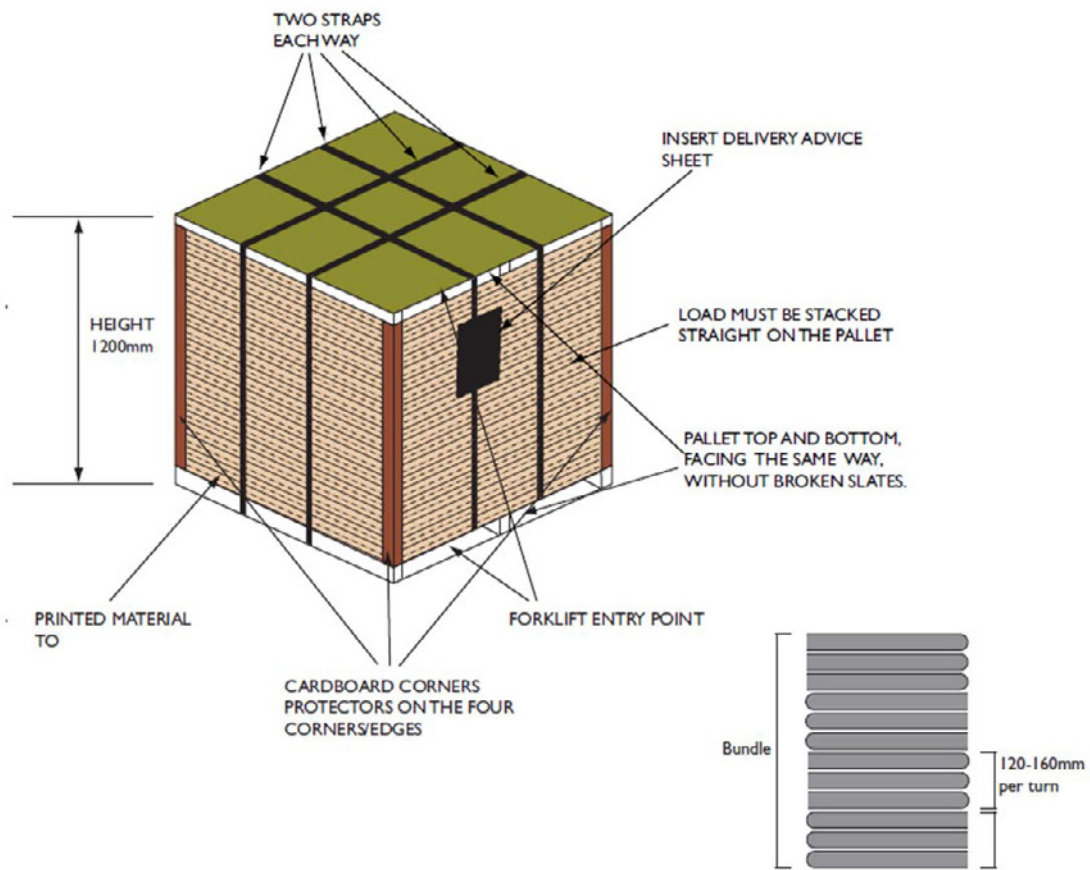
Product must be packed in a way so as to prevent curling and not turned and should use separators as shown below.



PALLETISING & PACKING REQUIREMENTS

Inserts must be neatly stacked and properly secured in transport and abide by the following requirements:

- Inserts should be stacked on standard **CHEP** pallets and not exceed a height of 1.2m.
- Pallets should be able to be moved by forklift.
- Inserts with laps must be packed in cartons or bundled so that inserts/laps do not curl.
- Inserts must be the same way up, and those in a stack or carton must be the same way around.
- A stack (bundle) or a turn within a stack must **NOT** be less than 50 copies or 120mm. The maximum height of the stack to be no more than 160mm.
- Shrink wrapping must be tight and cover the entire pallet.
- Pallets should be strapped with 4 straps (2 each way) with board or pallet on top.
- Smaller inserts such as sachets and cards must be packed flat with separators and in shallow cartons of 100mm deep. Small sachets should be packed in long gutter shaped cartons and not turned.
- All cartons must be strong and tailor made for a tight fit.
- Larger inserts must be packed flat securely without curl and not in logs.
- If the inserts have code(s) or versions they must clearly marked and should be kept separate and supplied on separate pallets.



DELIVERY SPECIFICATIONS

It is the responsibility of the supplier to ensure that the specified numbers of inserts are delivered by the correct date.

Deliveries should be sent to the delivery address as indicated on the "Enhancement Summary" form (see appendix 1) and not be addressed to the magazine itself. It is important that the detail on the Enhancement Summary is checked and the specifications of the final product match the summary. Product not as per the Enhancement Summary may be rejected or additional cost may be applied.

The delivery docket / manifest **MUST** be presented with the consignment on delivery and contain the following information in order for the inserts to be properly identified:

- Name of the insert;
- The magazine it is being inserted in plus the issue date;
- Are Media Job Number and PO Number;
- The quantity supplied;
- The number of pallets/cartons supplied and the quantity on each pallet or in each carton;
- If the insert has code(s) or versions they should be supplied on separate pallets and clearly identified on the delivery docket as well as the pallet flag; and
- In the event that the same insert is supplied for more than one magazine at the same printer, it is imperative they are clearly labelled and packed separately; this should be clearly stated on the manifest. Do not stack together on one pallet.

Each pallet **MUST** carry a fully completed pallet flag for identification. An Are Media sample pallet flag is enclosed (see appendix 2). It is highly recommended for use by your supplier of inserts.

Pallets should be numbered consecutively through the run and must be standard CHEP pallets.

Each pallet must hold an equal quantity where possible except for the last pallet.

We rely on the manifest numbers and pallet information to be correct from the source; we have no way to verify this on delivery other than by random checks. Any shortage therefore will affect the production run at the end of the bindery process and this will affect the least desired areas.

Are Media may refuse any inserts that have been damaged during transport or arriving in an unsuitable condition. Clients will be advised upon delivery if an insert has been delivered damaged. Inserts that arrive in an unsuitable condition will be excluded from the publication and if time allows should be properly re-supplied by the client.

Any delivery made by the supplier of your insert which is not clearly marked, packed or palletised maybe refused delivery. Any cost associated with lost product without documentation is not the responsibility of Are Media or its suppliers.

Due to the high speed nature of our printers binding equipment inserts cannot be supplied poorly manufactured or damaged. Should this occur and the insert is deemed usable in the publication any slowdown charges will be passed on to the client.

Inserts must be delivered between 8am and 3pm Mon-Fri to the printer by the date specified on the Are Media "Enhancement Summary" form and **no earlier than 5 working days prior** to the delivery date as storage space is limited at our printers.

Other than notification purposes, the suppliers of the supplied inserts **MUST NOT** communicate with the magazine binders except with the express permission of Are Media. All communication should be directed to the relevant Are Media Production Services controller.

5. General Restrictions and Indemnity

Any supplied sachet which does not comply with the recommendations and testing requirements may be rejected for insertion, or such action taken at the cost of the supplier as will best achieve the intended result, without the necessity of consultation with the supplier.

Are Media may reject an insert if the sachet and copy have not been specifically approved beforehand. All content must comply with Bauer Media's general advertising terms and conditions, which can be viewed at: <http://www.aremmedia.com.au/ad-terms-conditions.htm>

Except as may be implied by law, Are Media is not responsible for any loss or damage (including consequential loss) which may occur to any supplier (or client of a supplier) where the contents of this document and any reference documents have not been strictly complied with.

A majority of Are Media's magazines are processed through Australia Posts Postal System, contents of any sachet or insert (unless specified as not for insertion into subscriber copies) must conform to the guidelines as determined by Australia Post, which can be viewed at:

<http://auspost.com.au/media/documents/dangerous-prohibited-goods-packaging-post-guide.pdf>

If upon delivery or during production of magazines of Are Media, it appears that the product has not been manufactured according to agreed conditions and it is determined there is damage or it is not possible to insert as agreed, Are Media reserve the right without notice to the client. This will not affect the agreed remuneration for the insertion of sachets, inserts or associated advertising material.

We recommend due to the nature of production there is no wording on associated material referencing the sachet.

6. Appendix 1 - Sample Enhancement Summary

Enhancement Summary

Title, PO Number, Job Number, Title and Caption to be included on all delivery paper work, pallet tags and cartons.

Title:	Elle	PO No.:	00000/000006 BS
Job Number:	ELE1710	Issue Description:	Elle October 2017
Approved Final:	Thu 23 Mar 2017 03:38 PM	Knocks To:	Head
Title + Caption:	Client A - Brand X	Booking No.:	361844
Enhancement:	Bound Insert	Type:	Two page
Size:	285h (mm) x 220w (mm)	Number of Pages:	2
Thickness:	1 mm	Material GSM:	250 gsm
Est. Weight:	18 grams		
Quantity Supplied:	50,500	Material Printed By:	Client A Supplier Z
Special Instructions:	Two versions supplied - XA for NSW, QLD and Vic - 35,000 to be supplied. Brand XB for all other versions - 15,500 to be supplied.		

Bind Direction of title - determines trims and positioning of insert

This will be the versions where the insert will appear.

Ensure all details are checked and matched the produced product and quantity supplied.

Distribution: XA for NSW, QLD and Vic. XB for all other versions.

Client Contacts

Material Provider:	Clients Supplier.	Contact:	Clients Contact
Phone:	09 123564	Email:	clientcontact@clienta.com.au
Client Agency:	Client Agency	Contact:	Agent Contact

Delivery Details

Delivery Date:	Mon 11 Sep 2017
Delivery Contact:	Printer Person 9255150
Delivery Address:	Bauer Printer 01 Printer Rd, Suburb, NSW 2000 / ph: 02 9551510
Delivery Comments:	

Delivery date, address and contact for the product - contact only to advise of delivery.

Bauer Contacts

Production Controller:	Production Person	Email:	productionperson@bauer-media.com.au
Phone:	02 282 8000		
Bauer Representative:	Account Services Person	Email:	accountservices@bauer-media.com.au
Phone:	02 282 8000		

Any enquiries or questions please contact the account services contact

7. Appendix 2 - Are Media Preferred Pallet Tag

Download available as [link](#)



Pallet Identification Tag

Carrier Name: <input type="text"/>	Delivery Date: <input type="text"/>
Supplier Name: <input type="text"/>	Client Name: <input type="text"/>
Supplier Contact and Phone: <input type="text"/>	Client Contact and Phone: <input type="text"/>
Magazine Title: <input type="text"/>	
Title + Caption of Product <input type="text"/>	
Are Media Job Number: <input type="text"/>	Are Media PO No: <input type="text"/>
Total Quantity Supplied: <input type="text"/>	Quantity on Pallet: <input type="text"/>
Bundle / Carton Size: <input type="text"/>	No Cartons / Bundles: <input type="text"/>
Special Instructions <input type="text"/>	