

November 2022

The objective of the following procedure is to enable PCP to load and unload all items quickly and professionally, whilst incorporating HSE guidelines. Your co-operation is appreciated, and required in enabling us to achieve this.

For PCP to maintain our customer's requirements for production and delivery schedules, we must be able to keep an accurate record and inventory of all stock items. Failure to comply with the following procedure may result in long delays,

Insert deliveries are to be made on the same day as PDF's are due, but may be arranged to minimize storage.

The quantities stated on delivery notes cannot be verified, and as a result PCP accepts no responsibility for short supply.

### **Insert Specification**

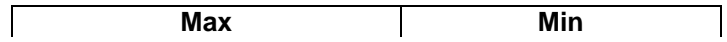
Loose inserts, for inserting into Bound or Stitched titles, must conform to the following specifications:

Inserts must be

## Carton Packed

If at all possible, please supply bulk packed on pallets but for any items that are carton packed should be packed with minimum turns of 100mm. Each carton must be clearly labeled with insert title, quantity, magazine issue to be inserted into, and numbered accordingly – box 1 of 2, 2 of 2 etc. The weigh

## Loose Inserts



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