



Technical specifications for newspaper inserts

TECHNICAL SPECIFICATIONS FOR NEWSPAPER INSERTS

General information

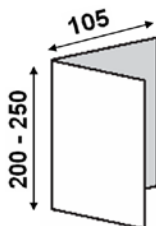
- Insert orders will only be evaluated and approved by Druckzentrum Zürich following submission of the binding sample or dummy. We reserve the right to reject or withdraw from production any inserts that do not conform to the technical specifications and/or have not been approved.
- The sender must be sent 10 binding document samples or be informed of the definitive total insert weight, format and scope at least 14 days prior to publication.
- We reserve the right to postpone publication dates (even confirmed dates) for technical and postal reasons.
- The publisher reserves the right to reject the order or supplements if two or more companies are involved in the insert. There is no claim to exclusivity.
- There is no right to a price reduction or damages if inserts fall out of the carrier product during delivery or for technical reasons, or if they become soiled during the feeding operation.
- Placement wishes are considered as far as possible, depending on the binding structure of the product and the composition of the insert, but there is no entitlement to a binding placement spot.
- With placement in split editions, there is no guarantee that the desired subject area will be exclusively and completely covered.
- Waste circulation, misplacement and duplicate placement (multiple placements with very thin inserts) of 2-3% are standard for the industry.

Inserts that deviate from the standard (special formats, adhesive product samples, excess weight, etc.) are subjected to a feasibility check using a dummy. Potentially troublesome inserts require an advance test run, for which approx. 300 copies of the insert (dummies) are required.

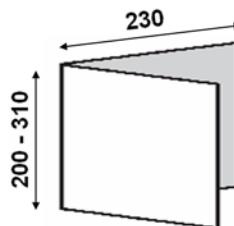
Technical feasibility

Individual and total weight/format, as well as the number of inserts in the case of multiple placements, must be in relation to the carrier product (reference value: double carrier weight).

Minimum format

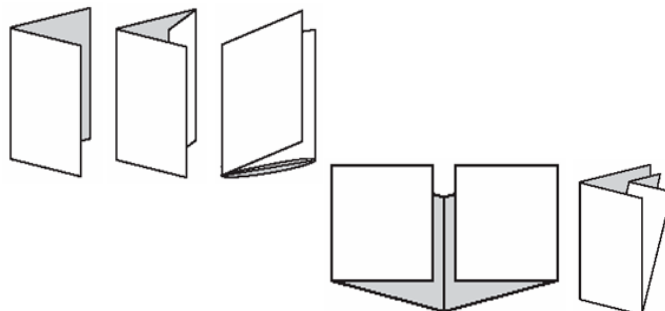


Maximum format



The maximum format for internally produced newspaper inserts is 320 x 240 mm.

Possible fold types



Each insert must have a closed edge.

Grammages for single sheets

Single sheets **MUST NOT** be made of coated paper.

- Single sheets in the format **105 - 148 mm x 210 mm** require a minimum grammage of **170 g/m²**.
- Single sheets in the format **210 mm x 297mm (A4)** require a minimum grammage of **150 g/m²**.
- In the case of smaller grammages (**up to 135 g/m²**) they must be folded down to the format **148 mm x 210 mm**.
- Larger formats require a grammage **of 60 g/m²** and must be folded to a maximum format of **230 x 310 mm** or a minimum of **148 mm x 210 mm (A5)**.

All grammages are for **UNCOATED** paper.

Grammages for multi-page inserts (delivered)

- Multi-page inserts (of at least 6 pages) must have a grammage of at least **60 g/m²**.
- With saddle stitching, the wire thickness must be thinner than the spine thickness.
- **The maximum weight** for inserts **400 g for day production and 250 g for night productions. Inserts over 250 g** require a prior **feasibility check**, and must have a minimum format of A4 (additional costs due to manual work, extra staff).
- **The maximum insert thickness is 7 mm.**

Postcards in inserts

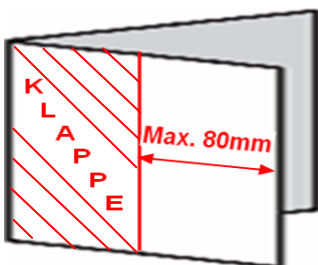
Postcards in inserts must always be adhered on the inside of the insert. They must be adhered horizontally, with a gap of 20 mm from the fold and head or foot of the insert.

Composition

The surfaces of the inserts may not be sticky or too slippery. The inserts must be easily separable by a machine, and must not stick to each other due to moisture or static electricity. In the case of special surfaces, the technical feasibility must be checked in advance with samples.

Wraps/covers

May only be shortened on one side and the cover must always cover at least 50 mm. If the cover page is shortened, the product will be placed inversely in the carrier product for technical reasons.



On request. Only paper pouches, **no plastic pouches**.



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PROCESSING AND DELIVERY OF NEWSPAPER INSERTS

The processing, packing and delivery of newspaper inserts must conform to the specifications of Druckzentrum Zürich. **Please pass the guidelines on to your suppliers.**

CONTACT

DZZ Druckzentrum Zürich AG

verkauf-kundenzeitungen@tamedia.ch

Sonja Biasella, 044 248 60 36, E-Mail: sonja.biasella@tamedia.ch

Armin Hold, 044 248 60 65, E-Mail: armin.hold@tamedia.ch

Marcel Burdevet, 044 248 49 70, E-Mail: marcel.burdevet@tamedia.ch

Roger Käser, 044 248 14 75, E-Mail: roger.kaeser@tamedia.ch

Verlag Tages-Anzeiger

Sales, 044 248 40 30, e-mail: inserate@tages-anzeiger.ch

Verlag SonntagsZeitung

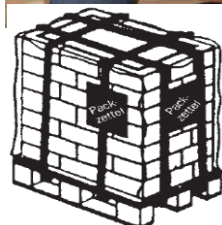
Sales, 044 248 40 11, e-mail: anzeigen@sonntagszeitung.ch

TECHNICAL SPECIFICATIONS FOR THE PROCESSING AND DELIVERY OF NEWSPAPER INSERTS

General information

- The type and shape of the delivered inserts must enable smooth, immediate processing without requiring additional manual preparation.
- They should have no bent corners, edges or crease marks.
- Deformed inserts are difficult or impossible to process.

Packing



- Inserts must be stacked with the **cover page (1st page) face down**.
- The individual layers should be stacked in manageable dimensions of **at least 50 units** depending on size or in layers of **8 – 10 cm ream/grip height, unbundled and unstrapped**.
- The layers should be separated by cardboard inserts.
- Maximum pallet height: 1.10 m
- For longer transport in particular, cross-strapping of the pallets with two straps each is recommended.
- The pallets must be packed for safe transport
- Only Euro-pallets are accepted.

Any other type of processing and packing will jeopardise the insertion date and generate extra costs, which will be billed to the supplier.

Labelling / packing slip

Pallets must be labelled with the following, clearly legible information:

- Supplier / delivery date
- Name / title of the carrier product (Tages-Anzeiger, SonntagsZeitung, etc.)
- Publication date or number (split / region).
- Exact description / title of the insert.
- Total number / units per pallet / number of pallets.
- Every pallet must be labelled (sequential numbering, e.g. 1 of 8)



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- Different types must be labelled as such.

Delivery date

The inserts must be delivered **no earlier than 1 week** and **no later than 4 working days** before the publication date. Monday through Friday, 7:00 a.m. - 5:30 p.m.

The binding notification of the insert must be present in writing before the delivery date, as the delivery can otherwise not be accepted!

Prior notification of the delivery is essential:

Phone: 044 248 49 58, Fax: 044 248 49 42, e-mail: rota.logistik@tamedia.ch

Delivery address

DZZ Druckzentrum Zürich AG
Anlieferung & Beschaffung
Tor 18
Bubenbergstrasse 1
8045 Zurich

Billing

Free domicile (without taxes, e.g. VAT, customs duties).

DZZ Druckzentrum Zürich AG is not the ordering party, but only the recipient of the inserts, and will not take over any charges for them.

CONTACT

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verkauf-kundenzeitungen@tamedia.ch

Sonja Biasella, 044 248 60 36, e-mail: sonja.biasella@tamedia.ch

Armin Hold, 044 248 60 65, e-mail: armin.hold@tamedia.ch

Marcel Burdevet, 044 248 49 70, e-mail: marcel.burdevet@tamedia.ch

Roger Käser, 044 248 14 75, E-Mail: roger.kaeser@tamedia.ch

Verlag Tages-Anzeiger

Sales, 044 248 40 30, e-mail: inserate@tages-anzeiger.ch

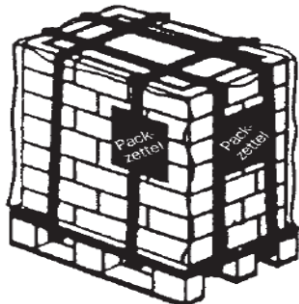
Verlag SonntagsZeitung

Sales, 044 248 40 11, e-mail: anzeigen@sonntagszeitung.ch

Insert delivery on pallets (sample photos)

Very important:

- Inserts are to be stacked with the **cover page (1st page) face down**.
- The individual layers should be stacked in **manageable dimensions** of at least 50 units, depending on size, or in layers of **8 - 10 cm ream/grip height**, unbundled and **unstrapped**.
- Maximum pallet height: **1.10 m**
- For longer transport in particular, cross-strapping of the pallets with two straps each is recommended:



Example: with cover and strapped with steel strapping:



Example: amply wrapped in shrink-wrap:



Example: amply wrapped in shrink-wrap:



With pallet frames, fully stacked with inserts:



If there is too much empty space, the stacks can become jumbled during transport. See below for a clear, well-formulated address.



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Important:

The delivery and insertion and/or placement date must be clearly separated from one another. The carrier product, e.g.: Tages-Anzeiger or SonntagsZeitung, with any regions or splits, must be clearly indicated.

Visum von Maschinenführer / in
Datum:

Bund- und Stapelvorschrift: zu 100 Ex. in Rahmen abgesetzt

14 Lagen zu 26 Bunde

30.10.2007 16:23 14 Lagen zu 26 Bunde///zu 100 Ex. in Rahmen abgesetzt LT: 65220 /

Tamedia AG
Tages-Anzeiger Flyer-Beilage
"SonntagsZeitung" vom 11.11.2007 ·

Kd
Obj
ASS
Kl

Auflage:	Anzahl auf: Rahmen	Versand Position	
240'000	36'400	2	
	391 kg	Nummer	von Total
Anlieferungsort:		4	7
DZZ Druckzentrum Zürich AG		Aufgabe per:	
Logistik		LKW	
Bubenbergstrasse 1, Tor 18			
CH-8045 Zürich			

07.11.2007



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