

### **Preprint Specifications and Requirements– effective May 10, 2014**

The following guidelines are applicable to all free-standing inserts (“FSI”). In order to achieve the best insertions possible, all of these conditions must be followed.

#### **Machine Insert Size Restrictions:**

- Minimum Size: 5” minimum width – 10” minimum height
- Maximum Size: 11” maximum width – 11” maximum height

#### **Insert Page Count:**

- Recommended by manufacturer minimum 4 pages maximum 96 pages for broadsheet and minimum 8 pages and maximum 120 pages for tabloid.

#### **Jacket Size:**

- Width 11”
- Height 11”
- 2 page jacket must be on 40 lb stock
- 4 page jacket must be on 35 lb stock
- Recommended by manufacturer jacket should be no less than 4 pages and no more than 96 pages for a broadsheet and no less than 8 pages and no more than 120 pages for a tabloid

The longest/widest side of the insert should be the leading edge (the folded or bound side of the insert). This side is used to determine compliance with the maximum size restriction. FSIs not meeting these specifications cannot be accepted for machine insertion. Additional charges for distribution may apply and costs vary.

#### **Stock Specifications:**

- Minimum Thickness: for tabloid 30 lb – 45 lb single sheet
- Maximum Thickness: 96 page broadsheet – 120 page tabloid

#### **Out of Spec Inserts:**

FSIs with the following characteristics may pose problems for machine insertion. Please check with your sales representative to arrange to test these inserts for production compatibility and packaging approval before placing an insertion order.

- Non-rectangular, tri-fold, or die-cut, special shape inserts. Accordion folds cannot be accommodated.
- Inserts of inconsistent thickness (non-uniform thickness or a lump in an insert, pre-stuffed inserts).
- Inserts that stick together and do not separate consistently.
- Inserts that are glued, stapled, stitched, perforated or perfect bound.
- Inserts that contain objects (such as keys, coins, cd’s, etc.) attached to any page.
- Sachets containing scented objects, liquids or shampoos.
- Poly-bags, paper-bags or product samples.

