



Delivery Specifications for Loose Leaflets

To ensure your printed materials can be processed correctly, we ask you to supply them in accordance with the specifications below. If you have a non-standard format, paper type or an alternative delivery method in mind, that is no problem. We are happy to explore the possibilities with you.

Call us on **+31 88 84 24 215** or send an email to **zakelijk@spotta.nl**.

Print Dimensions

A wide range of rectangular sizes is possible, provided they fall within the limits shown below.

| Measurement | Minimum | Maximum |
|-------------|---------|---------|
| Length | 150 mm | 330 mm |
| Width | 100 mm | 250 mm |

Important notes

- Length is measured along the fold or binding edge of the leaflet, which is the closed side.
- The printed item must have at least one fully closed edge (spine).
- The maximum thickness of the printed item is 8 mm. For the minimum format of 150 × 100 mm, the maximum thickness allowed is 4 mm.

Paper specifications

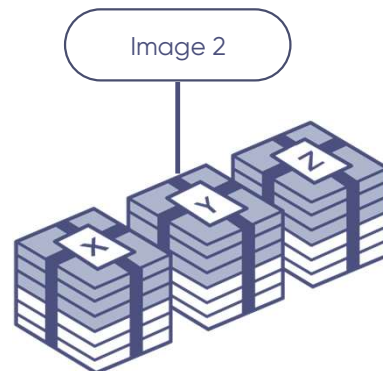
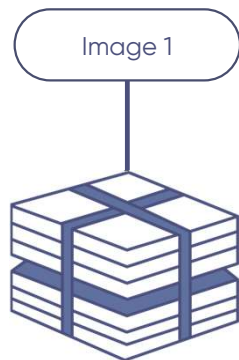
| Paper type | 1 sheet g/m ² | 2 sheets g/m ² | >4 sheets g/m ² |
|--------------------------------|--------------------------|---------------------------|----------------------------|
| Minimum weight, standard paper | 80 | 57 | 42 |
| Minimum weight, coated paper | 90 | 57 | 42 |

The total weight of a leaflet must not exceed 150 grams.

Delivery Method for Loose Leaflets

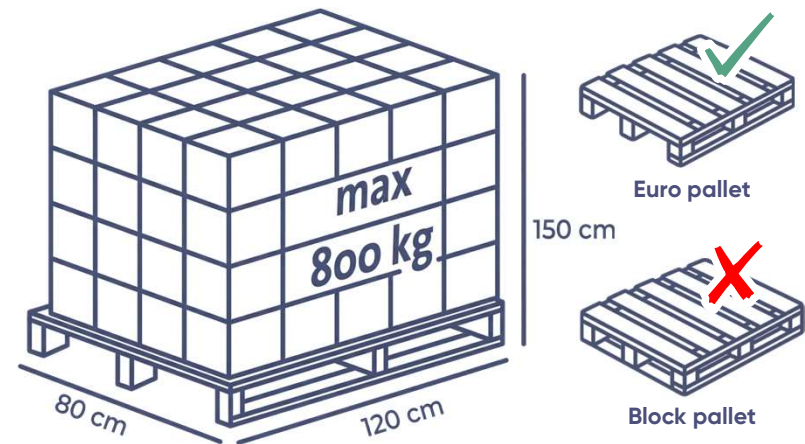
Please deliver your printed materials carriage paid and in accordance with the guidelines below. Keep in mind that an order confirmation must be in place before delivery.

- A maximum of 250 copies per bundle (maximum bundle weight: 8 kg).
- All bundles must contain the same number of copies.
- Bundles must be cross-strapped using strapping tape or banding (see image 1).
- Editions or variations in name and or address must be supplied separately per impression, per pallet (see image 2).
- Printed materials must be delivered with a specified consignment note.
- Upon arrival, the carrier must report to the Dispatch Employee with the consignment note.
- Printed materials must not contain any PostNL "Postage Paid" indication



Delivery Specifications for Pallet Deliveries

- Use Euro pallets or pallets of equivalent quality and size.
- Pallets are exchanged immediately upon delivery. If they are not collected at that moment, the right to return them is forfeited.
- If the delivery consists of more than one pallet, the pallets must be stackable.
- Each layer on a pallet must contain the same number of bundles.
- Bundles must be stacked securely and tightly strapped to prevent any movement or falling during transport.
- Each pallet must have a pallet label attached to both the short and the long side.
- Maximum weight per pallet: 800 kg.
- Maximum height including pallet: 150 cm.



Delivery Method for Boxed Shipments

- o Maximum weight per box: 8 kg.
- o The contents of each box must be stacked in a way that allows easy handling, with no more than two turns.
- o Each box must be provided with:
 - o a sample of the leaflet on the outside
 - o the number of leaflets inside the box
 - o the box (colli) number
 - o the folder number (as shown on the order confirmation) and the job name

Delivery Schedule

| Distribution period | Delivery option | Maximum | Delivery time | Day |
|---------------------|---|----------|-----------------------------|------------------------|
| Saturday to Monday | Loose delivery (in addition to or together with the leaflet pack) | Leaflets | 10 days before distribution | Wednesday before 12:00 |

Important Notes for Delivery

- o Please take our holiday schedule into account.
- o We can store printed materials free of charge for up to three working days before the final delivery deadline.
- o The order confirmation specifies where the printed materials must be delivered.
- o This will be one or more of Spotta's seal and sorting centres.

Would you like to deviate from the specifications?

No problem!

If you wish to supply printed materials in a non-standard format, with a different shape or folding method, with perforations, as an oblong leaflet or with special packaging (for example wrapped in film), that is no problem. If you would like to deliver the printed materials in a different way or at a different moment, we are happy to discuss the possibilities with you.

In some cases, we will first test the printed materials. Additional costs may apply.

Please note that you are responsible for delivering the materials correctly. Incorrect delivery may affect the quality or completeness of the distribution and may result in additional costs. For more information, please refer to our general terms and conditions.

