



Delivery Specifications for the Leaflet Pack

To ensure your printed materials can be processed correctly within the leaflet pack, we ask that you supply them in accordance with the specifications outlined below. If you have a non-standard format, paper type or delivery method in mind, that is no problem at all. 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

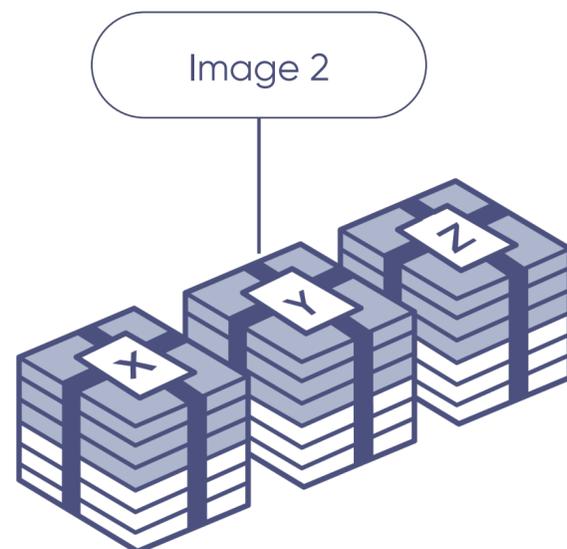
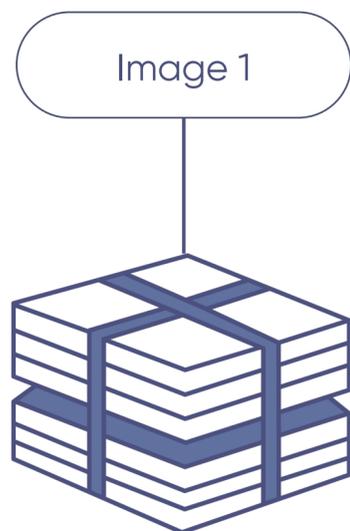
Paper type	1 sheet g/m ²	2 sheets g/m ²	>4 sheets g/m ²
Minimum weight, standard paper	80	57	42
Minimum weight, coated paper	90	57	42

The total weight of a leaflet must not exceed 150 grams

Delivery Method for Leaflets in the Leaflet Pack

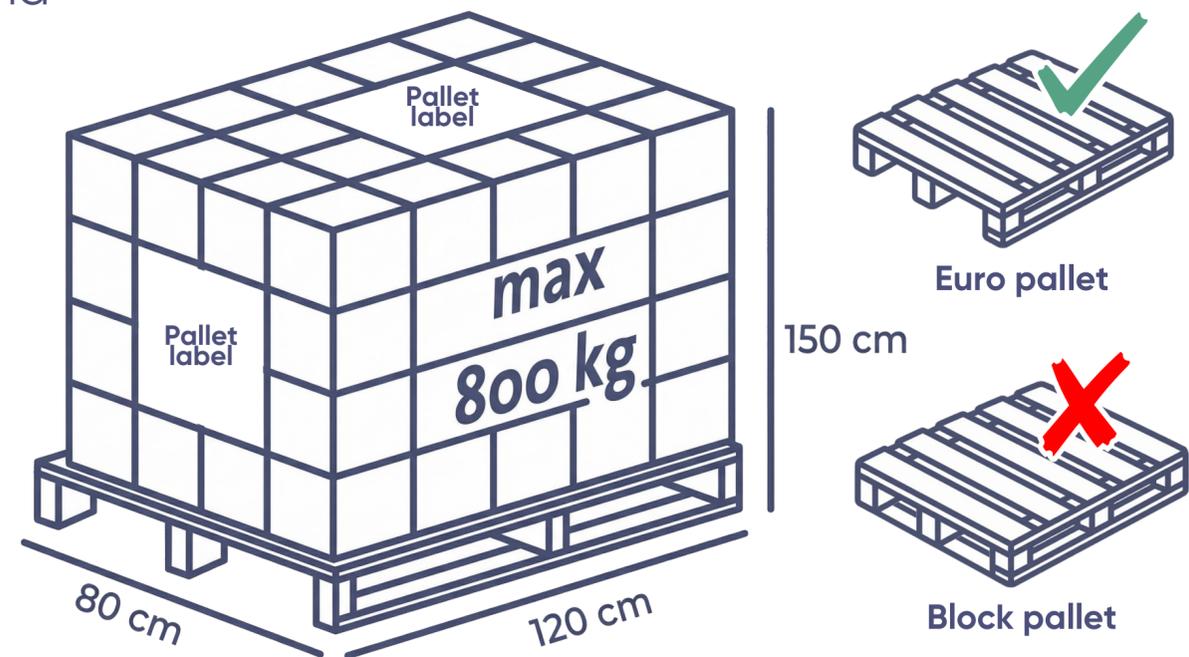
Please deliver your printed materials carriage paid and in accordance with the guidelines below. Keep in mind that an order confirmation must be in place before delivery.

- A maximum of 500 copies per bundle (maximum bundle weight: 8 kg).
- All bundles must contain the same number of copies.
- A maximum of two turns per bundle (see image 1).
- 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 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 shifting 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.



Contents of the Pallet Label and Consignment Note

Pallet Label	Consignment Note
Description of the printed material	The client
Number of bundles	The sender
Number of leaflets per bundle	Description of the printed material (for different editions: specify name and/or address variations per impression on the consignment note)
Total number of leaflets on the pallet	Number of pallets
Distribution week	Total number of items in the shipment
Printer	
Folder number (as shown on the order confirmation)	

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 exterior leaflet sample
 - 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	In the leaflet pack	Leaflets	8 days before distribution	Friday before 12:00
		Leaflets	For fewer than 15,000 editions	Thursday 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 the location 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!

Should you require printed materials in a non-standard format, such as alternative shapes or folding methods, perforations, oblong leaflets, or specialized packaging (e.g., film wrapping), these options are available upon request. If you would like to deliver the printed materials in a different way or at a different moment, we are happy to explore the options 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 distribution and may result in additional costs. For more information, please refer to our general terms and conditions.

