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AREA OF APPLICATION

TDC describe the quality requirements the product must meet. They govern the cooperation between the customer and the supplier.

QUALITY SPECIFICATIONS

All deliveries shall meet the quality characteristics (according to feasibility) that have been discussed with the purchasing manager. Should any of these characteristics be modified, the supplier will be informed in due time. Contents of the website vsdruck.ch are the only valid documents. This ensures that QMS-documents are updated at all times.

FEASIBILITY

Technical feasibility is expressly defined with Vogt-Schild Druck and released for the corresponding product. Suppliers with many years of reliable service receive authorisation without having to undergo any further assessment.

DISTINCTION

Storage indications are held in different colours of paper according to each language:

- German white
- French blue
- Italian yellow
- English pink
- Inserts green
- Other light green

Auxiliary material

- commercial invoice
- quantity
- customer
- assignment
- labels

Chemical products

- commercial invoice
- customer
- assignment
- indication and danger warning according to legal provisions

PACKING

The supplier shall provide a suitable packing that does not alternate the product in any way during transport or consumer handling. Separate specifications apply to the delivery of inserts.

QUANTITY CHECK

The quantity that we have ordered is binding. Any deviations (over delivery or under delivery) will be evaluated on a case by case basis, according to the quantity and the relating fees. The customer will be informed of any deviation in the quantity before delivery takes place.

COMPLAINT

The supplier shall be liable for all damages that occur due to the delivered product, even if the customer does not notice them when checking the delivery.

DELIVERY

Delivery location
Vogt-Schild Druck AG
Gutenbergstrasse 1
4552 Derendingen
Appointment by telephone:
058 330 13 35

Acceptance of goods
from 7 a.m. to 12 p.m.
and 1.15 to 4.30 p.m.

INSERTS

In general

No inserts will be accepted nor delivered without a commercial invoice. In the case of adhesive or stitched inserts of non-standard value (sachets, CDs, booklets), the customer must provide three binding specimens, as well as a position display for the adhesive insert. After the printer has provided written clearance, the order shall become binding. In particular cases the printer might recur to a test print of 200 copies.

Loose inserts

Position

According to technical feasibility.
Placed on the magazine, randomly in the magazine or under the front page.

Formats

Min. 105x148mm, max. 300x250mm.

Weight

Min. 80g/m², max. 200g/m².

Thickness

Max. 6 mm, thicker upon request.

Recommendation

The insert should be at least 10 mm smaller and narrower than the magazine. The product must have a closed edge.

Adhesive labels & commercial samples

- › Labels and samples must not stick together.
- › They must be stacked or packed without seal or rubber band.
- › Envelopes or small brochures must be palleted facing the same direction, without interspace, and prevented from moving by dividers and floors. Grip height must not exceed 100 mm.
- › Commercial samples must be palleted facing the same direction, without interspace, and prevented from moving by dividers and floors.
- › Special products require packaging specifications.
- › Folded, at least 100 copies, uncrossed within the packet.
- › 10 copies shipped separately.

Palletising

- › Pallets must match euro-pallet format.
- › Pallets must prevent content from moving or slipping or being damaged.
- › Pallets must be manufactured as to prevent moisture from entering.
- › Pallet proofs must be placed at least on both front sides, preferably on all four sides.
- › Pallet proofs must contain the following information:
 - a. object
 - b. number of issue/date
 - c. adhesive or stitched insert
 - d. language
 - e. number of copies on pallet
 - f. total number and number of pallets
 - g. sender and recipient
 - h. space for remarks
 - i. competent sales staff

Delivery note

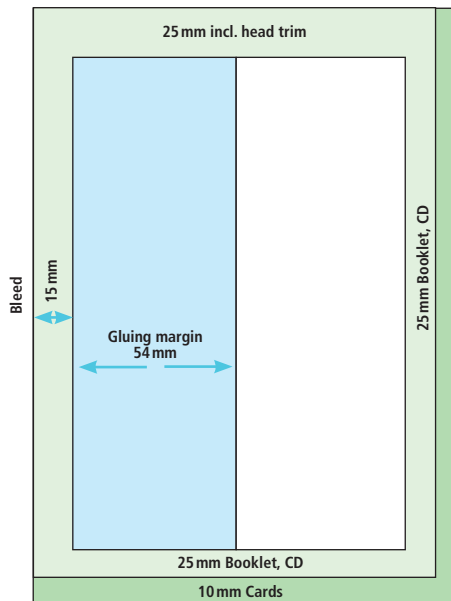
- › Information on delivery note must match data on pallet proof.
- › In the case of deliveries from abroad, commercial invoice must state the supply conditions (INCO-terms): DDP – delivered duty paid.
- › Customs clearance costs shall be borne by the importer (i.e. the customer who imports the insert, not Vogt-Schild Druck AG).

Layer formations for stitched inserts

- › Each layer should contain at least 50 copies uncrossed, without plastic tape. Grip height must not exceed 100 mm.
- › Two layers are always to lie crosswise on each other.
- › A sheet is to be placed between every layer.
- › Clean delivery without any damage or deformation, stacked face up.

Layer formations for adhesive inserts

- › Adhesive inserts, simple or four-paged postcards should not exceed the lifting height of 200 mm per layer.
- › They must not be crossed within the layer.
- › A sheet is to be placed between every layer.



Adhesive insert, wire stitching

Placement

On the outer edges of the printed sheet.

Position

Distance to bleed min. 25 mm, max. 54 mm.

Distance to head 25 mm incl. 5 mm head trim.

Foot and front trim min. 10 mm for cards, min. 25 mm for booklets or CD.

Formats

Min. 80x55 mm, max. 210x210 mm (portrait format).

Quality standard

Position deviations up to +/- 5 mm are possible.

Paper weight postcards

Up to two pages min. 150 g/m², max. 300 g/m².

Postcards must meet the required postal regulations.

Paper weight up to 32 pages

Paper min. 120 g/m² – thickness 2 mm.

Min. 2 pages/max. 32 pages.

CD cases

Paper sleeve with 15 mm gripper.

Shipment

The adhesive insert must be cut neatly to fit.

Deviation tolerated in up to 1% of total available number.

Stitched insert, wire stitching

Placement

Centre of the magazine, directly attached to head or foot. Different placement upon request.

Formats

Min. 140x140 mm incl. 5 mm head trim and 10 mm grab-fold behind.

Max. 320x480 mm incl. 5 mm head trim and 10 mm grab-fold behind.

Paper weight

80 g to 250 g, from 251 g upon request.

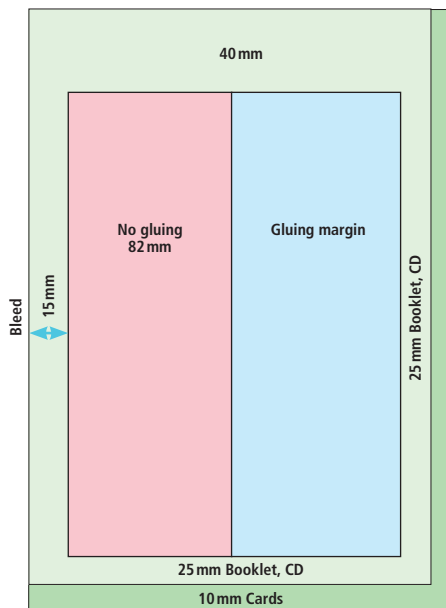
Shipment

Folded, at least 100 copies, uncrossed within the packet, if smaller than magazine format, cut to final format right and below.

Quality standard

The format of the supplied insert must ideally match the untrimmed sheet size of the content sheets.

Non-bleed elements must be placed at least 8 mm from the format trim due to binding taper.



Adhesive insert, adhesive binding

Placement

On the outer edges of the printed sheet.

Position

Distance to bleed min. 25 mm.

Distance to head 40 mm incl. 5 mm head trim.

Foot and front trim min. 10 mm for cards, min. 25 mm for booklets or CD.

Formats

Min. 60x100 mm, max. 225x290 mm (portrait format).

Quality standard

Position deviations up to +/- 5 mm are possible.

Paper weight

Up to two pages min. 150 g/m², max. 300 g/m².

Postcards must meet the required postal regulations.

Shipment

The adhesive insert must be cut neatly to fit. Deviation tolerated in up to 1% of total available number.

Stitched insert, adhesive binding

Position

Between two sections of printed sheet, directly attached to head or foot.

Different placement upon request.

Formats

Min. 140x140 mm incl. 5 mm head trim.

Max. 320x480 mm incl. 5 mm head trim

(plus 3 mm routing margin, 8 mm front trim, 14 mm foot trim).

Please contact your customer consultant at Vogt-Schild Druck AG.

Paper weight

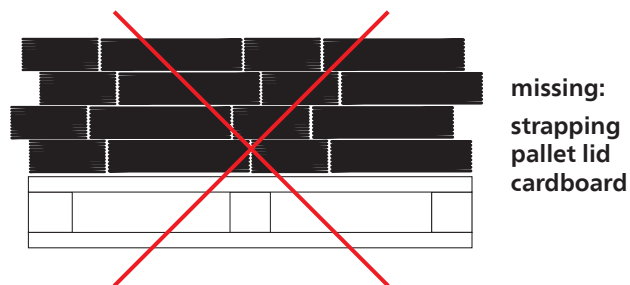
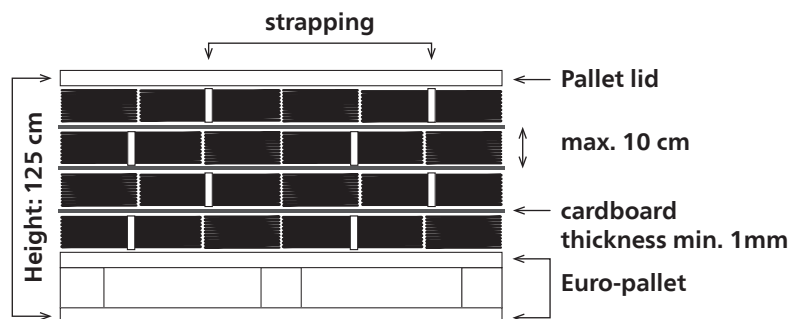
Min. 150 g/m², max. 300 g/m².

Shipment

Folded, at least 100 copies, uncrossed within the packet.

Delivery standards for inserts on pallets
Vogt-Schild Druck appreciates clean delivery of inserts.

- › **Functional stacks (crossed once at the maximum)**
- › **No creasing due to steel or plastic strips**
- › **Place inserts into frames or directly on pallets**
- › **Do not pack glossy inserts or large editions into cardboard boxes**



PERSONALISED / PRE-ADDRESSED COVERS

Delivery

Always start with bundle 1, clearly marking the beginning of the bundle. The printing must always be placed towards the front. The bundle must be delivered upright in the frame of the pallet.

Sorting must always be done in ascending order, beginning with Post code 1XXX to Post code 9XXX. The addressed covers must be laid out completely flat without any wrinkles or damage. Please ensure empty spaces are cleanly filled. Please supply separately 500 copies labelled as neutral for configuration.

Any remaining bundles should be delivered separately in boxes and labelled "Remaining bundles".

Stappelflagge

Produkt: Adressiertes Deckblatt
Kräuter Garten

Sprache / Sorte: Deutsch/ Sorte D1

Deckblatt für: Zeitschrift „Wir Eltern“
Ausgabe Nr. 2 / 2015

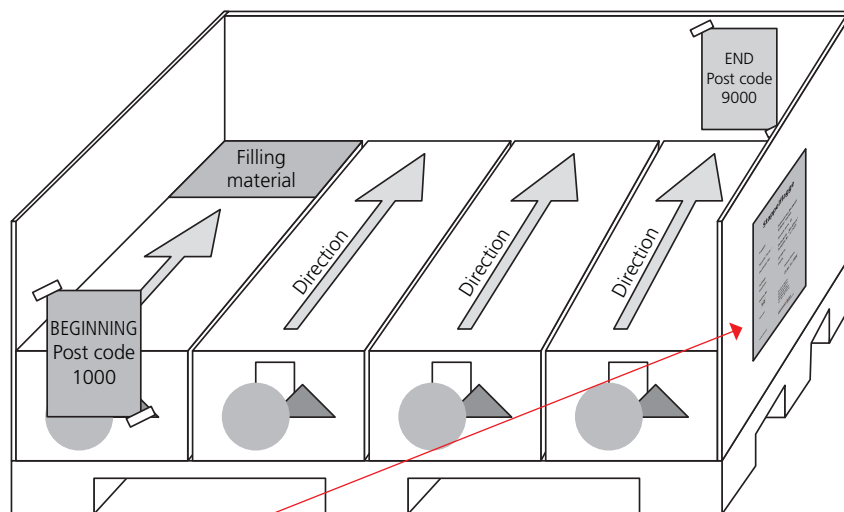
Auflage: 20'000 Ex.

Zuschuss: 250 Ex.

Palette Nr. Datum/Visum
1/2 25.02.15 / HMU

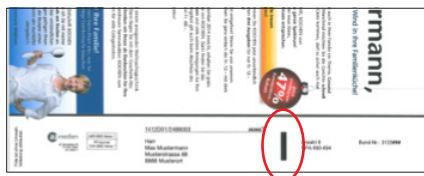
Absender: Druckerei Muster
Herr Hans Muster
Gutenbergweg 1
9999 Musterhausen
Tel. 867 / 187 87 12

Lieferadresse: VOGT-SCHILD / DRUCK
print- & publishing-services



Labelling

The frame of the pallet is always labelled with the order, title, amount, language, type, pallet no., date and signature.



Information on the cover

The bundle number must be printed on each cover. The direction shall always be toward the end of the bundle.

The control sign for the end of the bundle must be at least 5 mm wide and 20 mm long and be positioned in an unprinted area. There must be no information or printing before and after the control sign within a +/- 30mm strip.

VOGT-SCHILD / DRUCK
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Technische
Machbarkeitsabklärung FL

Datum: [AUKOPF_QDAT.1]
Name: [SACHB_KVOLLNAME]
Abteilung: _____
An: _____

Objekt: [AUKOPF_EAUNR.1] / [AUKOPF_BEZ.1]
Auflage: [POS_MNGR.1]
Format: mm x mm
Umfang: 7 Seiten Umschlag, 7 Seiten Inhalt

Special cases

The covers must be delivered ready for processing for shipping, i.e. cut, folded, perforated, etc.

For Quickmail shipping, the following additional documents are necessary for dispatch: details on pallet sorting and details for the creation of the pallet flags.

Important: Verify technical feasibility (TF).