

INSERT DELIVERIES TO FORSSA PRINT

Arriving Inserts	Please inform our customer service of the arriving inserts.
Delivery Time and Address	<p>The inserts should arrive at the factory at least 4 weekdays before the PDF-day of the printing job or according to an agreed schedule. The delivery address for the inserts is:</p> <p>Forssa Print Helsingintie 22 30300 Forssa, Finland</p> <p>The inserts can be received free of charge 10 weekdays before the PDF-day. If the inserts are to be stored for a longer period (before of after the production), we will charge 30 euros/pallet/month.</p>
Marking the Delivery	<p>Each pallet must be marked with the following information:</p> <ul style="list-style-type: none">Name and number of the magazine / printed productName of the insert and possible codeNumber of inserts (= total quantity)Number of inserts per palletNumber of palletsName of the sender and contact informationName of the customer service person at Forssa Print
Different Versions of the Insert	If there are different versions of the insert or different insert codes, all versions must be packed on separate pallets. One pallet can include only one version.
Packing	<p>The inserts must be packed as loose bundles (no plastic or straps) in turns as big as possible. If the inserts are very small or difficult to load on pallets, they should be packed in boxes all facing the same direction. Product samples (for example cosmetic samples) should be packed in upright position, all facing the same direction, layers and lines separated with cardboard.</p> <p>We charge 65€/h for handling, inventorying or re-packing inserts which are not packed according to these instructions or have been damaged during transportation. The customer is immediately informed of these problems.</p>
Left Over Inserts	After production left over inserts are either destroyed or returned to the customer. The customer is responsible for the transportation costs.