

## Delivery specifications – unsealed distribution

### The printed matter should be delivered according to the following specifications

- Free of charge at our depot.
- Not more than 500 copies per bundle.
- Not more than two turns per bundle.
- Not more than 8 kg per bundle.
- Boxes with bundled printed matter must not be heavier than 20 kg.
- The bundles have to be bundled crosswise and not with elastic band.
- The number of items per bundle has to be equal.
- The name of the printed matter should be visible on each bundle.

### Points of interest for delivery in boxes

- The boxes must not weigh more than 20 kg.
- The number of copies per box, when there are more boxes, has to be equal.
- The printed matter in a box should be bundled, with a maximum of 500 copies.
- The printed matter in a box should not have more than one wrapping.
- The number of items per box has to be shown clearly.
- The box has to be packed manageable.

### Points of interest for delivery on a pallet

- The printed matter has to be delivered on Euro pallets.
- Euro pallet(s) can be changed at delivery of the printed matter.
- Subsequent reclamations on Euro pallets that are not changed will not be taken into account.
- The pallets with printed matter should be wrapped in such way that they are stackable.
- The pallets with printed matter should be wrapped in such way that nothing can fall off.
- The pallets with printed matter can only be covered with a transparent seal.
- The number of items per pallet, with multiple pallets accept the rest pallet, should be equal.
- The number of bundles per layer on the pallet should be equal.

### Guidelines for printed matter with name imprint and/or editions

- Printed matter must be delivered per imprint/edition on a separate pallet.
- At delivery it should be stated clearly what name imprint/edition is concerned.
- The name imprint/edition should be clearly visible per bundle.

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### Conditions

- We will not accept any responsibility when you don't observe the above-mentioned points.
- When not complying with the above mentioned points there could arise a delay in the distribution of your printed matter.
- When not complying with the above mentioned points we will charge extra costs based on subsequent calculation:
  - Flyers delivered unbundled: € 10.00 per 1,000 copies.
  - Boxes heavier than 20 kg: € 7.50 per 1,000 copies.
  - Boxes delivered with an unequal content per box: € 7.50 per 1,000 copies.