



BOUND INSERT SPECIFICATIONS

• Maximum insert size - 297mm x 210mm plus the following trimming allowances:

- Head: 6mm
- Foot: 5mm
- Fore-edge: 3-5mm
- Spine: 3mm grind off

• Minimum size of inserts 150mm x 120mm, plus relevant trims.

• Bound inserts will be knocked to the head of the magazine.

• Bound inserts must not have wire stitches in spine.

• All subject matter/text must be at least 6mm from any trimmed edge.

• All supplied Bound-In full-size inserts (8pp or above) must be Ram Bundled

DELIVERY REQUIREMENTS

All deliveries MUST have been assigned a delivery slot prior to deadline - (contact : **Graham Frise or Andy Legg on - 01726 892 496**), and presented with a delivery note clearly detailing the following information:

- Magazine name
- Issue date - NB Cover date not On Sale date
- Insert name
- Total quantity of inserts per pallet / Total quantity of pallets
- Booking reference

DELIVERY ADDRESS

Attention: iPod User magazine - St Ives(Roche) Ltd - Victoria Business Park, Roche, St Austell, Cornwall PL26 8LX
 (Please remember to state which magazine/issue the inserts are for)

ISSUE	DELIVERY DEADLINE
ISSUE 37	Tues 16th Dec 2008
ISSUE 38	Tues 17th Feb 2009
ISSUE 39	Tues 28th Apr 2009
ISSUE 40	Tues 16th June 2009
ISSUE 41	Tues 1st Sept 2009
ISSUE 42	Tues 27th Oct 2009

