

**Loose, Bound, Inserts Size & Weight Specifications**

Homes & Antiques is perfect bound. Trimmed size is 286mm deep (spine) x 215mm wide.

For all inserts the spine is the depth (top to bottom measurement).

Concertina or Z Folds or other loose edges on leading edge are not suitable for machine insertion.

**6 samples of all inserts must be sent to BBC Worldwide Ad Services at the address below before approval can be given.**

**Loose inserts**

**(These inserts can be inserted either in single sheet form or as multi-page sections)**

Minimum	size	148mm deep (spine) x 105mm wide
Maximum	size	266mm deep (spine) x 185mm wide

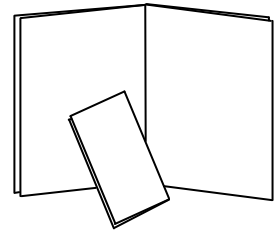
**Weight of paper: single sheet**

Single sheet	Minimum	90gsm
Single sheet	Maximum	150gsm (over 150gsm subject to approval)

Minimum	4 – 6 pages	70gsm
Maximum	4 – 6 pages	130gsm
Minimum	8 - 64 pages	48gsm
Maximum	8 – 48 pages	80gsm
Maximum	64 pages	60gsm

Single sheet inserts may run the risk of multiple feeding but the incidence can be reduced by using a stock of at least 115gsm.

On inserts with a lip, the lip should be a minimum of half the size from the fold to back edge.

**Bound-in inserts Size**

Minimum portrait, before trimming 136mm deep (spine) x 100mm wide

Maximum portrait, before trimming 286mm deep (spine) x 215mm wide

Head trim: 15mm (inserts knock to head unless stated otherwise)

Allow at least 19mm (includes the 15mm head trim) clear of text.

Grind off allowance: 3mm

Full size inserts need a further 3mm foot trim & 3mm fore-edge trim

**Minimum weight of paper**

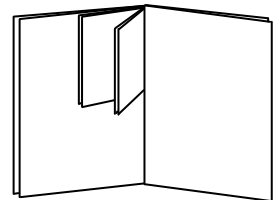
Single sheet 90gsm

4 to 16 pages 75gsm

150gsm and over will be subject to approval

4pp and above may have to be supplied in removable format, e.g. as a magna-strip

All gatefold or other foldout should have a minimum paper substance of 75gsm.



**Presentation requirements****Loose inserts, Bound-in inserts**

The inserts must be supplied bulk packed on pallets i.e. stacked on pallets in a neat and stable condition, uncurled and undamaged.

The placing of the inserts in boxes, large pallet boxes or cartons, and/or the bundling of the inserts with straps or bands, may be acceptable **but only by prior agreement from BBC Worldwide Ad Services. Additional handling charges may be incurred, or the inserts rejected, where such prior agreement has not been obtained.**

The inserts must be the same size for each run and bundles must not be shrink wrapped.

Turns must be avoided but the **minimum** number of turns is set out as follows:

Inserts under 8 pages = No Turns

8-12 page inserts = Turns of 500

14-30 page inserts = Turns of 100

Inserts 32 pages or over = Turns of 75

Deliveries are preferred on Euro size pallets 800mm x 1200mm, sturdy, capable of stacking, allow for four-way entry, and must be well-protected through the use of top-boarding, corner protectors, shrink-wrap and plastic cross-straps. Metal straps are NOT acceptable. Please check if alternate pallet sizes other than Euro are acceptable, directly with the print site.

Each face of each pallet must have a pallet label with the name Homes & Antiques, the advertiser, quantity per pallet and pallet number (e.g. pallet 1 of 2) the date of insertion and any key codes. One insert must be attached to the outside of each pallet. The maximum pallet height is one metre and the maximum pallet weight is one tonne.

Different versions of an insert or two consignments being sent together should be palletised separately.

Poorly presented pallets may be refused at the discretion of William Gibbons warehouse staff should they pose a risk to Health & Safety or if unloading is not possible due to unstable loads.

**Wastage allowances**

A wastage allowance in excess of the booked quantity is required to be delivered as follows:

Loose = + 2%      Bound & wrap = +2%

**Delivery address**

Unit 41, Planetary Rd Industrial Estate, Planetary Rd., Willenhall, West Midlands. WV13 3XT  
Deliveries must be made between 08:00 and 1600, any outside these hours must be booked in at least 24hrs in advance. Contact Mark Dando 01902 730011.

**Delivery Enquiries**

Please contact Teresa Doheny 020 8433 3320 for any queries you may have regarding delivery of inserts.

**Advance Information Requirements**

Please send the following by return to Ad Services, BBC Worldwide, Media Centre, 2N The Garden House, 201 Wood Lane, London W12 7TQ

**Samples and Text:** 6 copies of the insert (or identical samples), together with a copy of the proposed text and pictures to be used.

**Key coding:** Please advise Ad Services directly of any key codes or other variation to copy.

**Delivery Documentation**

All consignments must be accompanied by a delivery advice note showing the Insert Title, Magazine title, Magazine issue date, qty and number of pallets.

The BBC Worldwide delivery note must also be filled in and sent with each delivery. 2 inserts must be attached to the delivery note.

**Inserts overs**

Insert overs will be destroyed on completion of binding.

**Supplementary Conditions**

More inserts carried than booked, will be charged for pro rata. If fewer inserts are supplied than have been booked, the booked figure will continue to be charged for. If, after the inserts have been approved and accepted, they are not delivered by the delivery deadline, the full rate will be charged. If inserts are delivered which are not approved, and which we cannot use, the full amount will still be charged for. The way the inserts are presented must not impede the production of Homes & Antiques.

Thank you for your order for inserts to appear in Homes & Antiques.

Please note that these insertion conditions form part of your contract with us and should be read together with our Terms and Conditions of Acceptance, which can be viewed at <http://www.bbcmagazines.com/ads/terms.html>

**Inserts not meeting the specifications or requirements in these delivery instructions may be subject to additional charges or can be rejected.**