

# Delivery Specifications for Plus Propositions Sachets

## General Terms and Conditions of Delivery

Should the delivery not meet the conditions indicated below, or if the delivery is offered before the delivery date approved by Habo DaCosta bv, Habo DaCosta bv reserves the right to refuse the delivery. In the event that the delivery is offered before the delivery date approved by Habo DaCosta bv and this delivery then has to be taken into storage, Habo DaCosta bv is entitled to charge its client for storage and administration costs, without giving advance notification of this.

### Every consignment has to be accompanied by

- A delivery note.
- A clear description of the item.
- Name of the client  
(not an agency or printer, but the publisher).

### Every delivery note should state

- Name of the items to be attached and the title of the magazine with which the sachet will be sent.
- The name of the contact at the printers (if known).
- Date that the relevant title will appear.
- Number of samples of the delivered items.
- For sub-packaging (boxes or bundles): state the numbers for each sub-packaging.
- When items to be attached are coded: state the code(s) and give an explanation of these.
- Date of arrival: see the plan for the relevant title.

## Terms and Conditions of Delivery of sachets on pallets

- Dimensions of each pallet: 80.0 x 100.0 cm  
or Euro pallet: 80.0 x 120.0 cm.
- Maximum height of the packaging (incl. pallet): 120.0 cm.
- Maximum weight of each pallet: 600 kg.
- Each type and title and/or publication on separate pallets.
- If several types of the relevant sachets are delivered, package and deliver these separately  
(i.e. never put several types on 1 pallet).

- Indicate on every pallet: the relevant title, date of publication of the relevant title and the number of samples on the pallet. Sachets have to be undamaged and packaged with minimum sub-packaging (tied with a tape) of 10.0 cm.

## Terms and Conditions of Delivery of sachets in boxes

- Dimensions of each box: maximum: 30.5 x 22.0 x 25.0 cm.
- Maximum weight of each box: 8 kg.
- Sachets to be in separate boxes per type and title and/or publication.
- The sachets have to be delivered, all facing in the same direction, in boxes containing ca. 500 samples. The rows of sachets are to be divided by interleaves. To prevent damage to the (sealed) edges, you must ensure that both the boxes and the interleaves are 10 mm higher than the sachets. Use boxes that are easy to handle, weighing a maximum of 8 kg.
- If several types of the relevant sachets are delivered, package and deliver these separately (i.e. never put several types in 1 box).
- Indicate on every box: the relevant title, date of publication of the relevant title and the number of samples in the box.

## Liability

If upon delivery or during the production of the magazine, it becomes evident that the sachets have not been produced in accordance with the aforementioned terms and conditions and, in the opinion of the printers, as a result, these cannot be incorporated, or can only be incorporated with a resulting delay in production, or in the event that upon delivery, or during the production, leakage becomes evident, Habo DaCosta bv reserves the right to refuse the delivery or to immediately cease incorporating the sachets in the magazine.

The additional costs and damages arising from faults and/or refusal of the delivery will be refunded by the client to Habo DaCosta bv, without prejudice to the right of Habo DaCosta bv to compensation of the agreed rates for inclusion of the

sachets. In the event that, after incorporating the sachets and during the distribution of the magazines, leakage becomes evident, the client will compensate Habo DaCosta bv for all costs and damages arising from this. Habo DaCosta bv cannot accept liability for the content and consequences of agreements that are made with regard to the transaction in question with third parties, unless Habo DaCosta bv expressly gives its consent for this.

The General Terms and Conditions of Habo DaCosta bv apply unimpaired to orders for sachets.

### Specific product delivery specifications

#### Testing

In order to check whether the sachet can be incorporated in the magazine, for initial assessment, 10 samples are required. You should always supply these 4 weeks prior to commencement of production. If it is found from the assessment of this test that an adhesion test is required, a minimum of 1,000 sachets are required for further testing (per magazine). To enable the adhesion test to be carried out optimally, you should also supply a layout showing the required position on the page. This assessment and the adhesion test, if required, also apply to sachets that do not contain liquid.

The acceptance of the order and the final price for adhesion or inclusion in another way in the magazine, are dependent on the initial assessment and the adhesion test to be carried out, if required.

**The test samples do, of course, have to be representative of the samples that will be incorporated.**

#### Pressure-resistance

The sachets have to be able to withstand a pressure of 1,000 kg for 5 seconds. In order to prevent damage to the magazines resulting from leakage of the sachets, the manufacturer has to test the sachets during production according to the Military Standard 105 D norm.

To ensure correct incorporation in the magazine, it is a condition that the sachets and the (sealed) edges thereof in particular, are as flat as possible.

#### Material

To ensure correct incorporation of the sachets in the magazine, the choice of the film and the size of the sachet are very important. In order to be able to adhere the sachet to the page, the sachet has to have a certain degree of firmness. The correct choice of the material is, therefore, also of essential importance. On account of good workability, Habo DaCosta bv has a preference for Aluminium PET PE. For proper adhesion of the glue, we ask that you ensure that, if a protective layer is applied, this does **not contain silicone**.

#### Sizes

For sachets that will be adhered to an advertisement page, a minimum size applies of 50 mm wide x 70 mm high, the maximum size is 210 mm wide x 210 mm high.

**Special sachets (i.e. other than rectangular sachets), always upon request!**

#### Packaging

The sachets have to be delivered upright, all facing in the same direction, in boxes of ca. 500 samples. The rows of sachets are to be divided by interleaves. To prevent damage to the (sealed) edges, you must ensure that both the boxes and the interleaves are 10 mm higher than the sachets. Use boxes that are easy to handle, weighing a maximum of 8 kg. When delivering on pallets, you must ensure that when the boxes are stacked, these will not collapse, in order to prevent damage of the (sealed) edges.

# Delivery Specifications for Plus Propositions

## Loose Inserts

### General Terms and Conditions of Delivery

Should the delivery not meet the conditions indicated below, or if the delivery is offered before the delivery date approved by Habo DaCosta bv, Habo DaCosta bv reserves the right to refuse the delivery. In the event that the delivery is offered before the delivery date approved by Habo DaCosta bv and this delivery then has to be taken into storage, Habo DaCosta bv is entitled to charge its client for storage and administration costs, without giving advance notification of this.

### Every consignment has to be accompanied by

- A delivery note.
- A clear description of the item.
- Name of the client  
(not an agency or printer, but the publisher).

### Every delivery note should state

- Name of the insert and the title of the magazine which will incorporate the loose insert.
- The name of the contact at the printers (if known).
- Date that the relevant title will appear.
- Number of copies of the delivered insert.
- For sub-packaging (boxes or bundles): state the numbers for each sub-packaging.
- When inserts are coded: state the code(s) and give an explanation of these.
- Date of arrival: see the plan for the relevant title.

### Terms and Conditions of Delivery of loose inserts on pallets

- Dimensions of each pallet: 80.0 x 100.0 cm or Euro pallet: 80.0 x 120.0 cm.
- Maximum height of the packaging (incl. pallet): 120.0 cm.
- Maximum weight of each pallet: 600 kg.
- Each type and title and/or publication on separate pallets.
- If several versions are delivered of the relevant loose inserts, package and deliver these separately (i.e. never put several versions on 1 pallet).

- Indicate on every pallet: the relevant title, date of publication of the relevant title and the number of copies on the pallet. Loose inserts have to be undamaged and packaged with minimal sub-packaging (tied with a tape) of 10.0 cm.

### Terms and Conditions of Delivery of loose inserts in boxes

- Dimensions of each box: maximum: 30.5 x 22.0 x 25.0 cm.
- Maximum weight of each box: 10 kg.
- Inserts to be in separate boxes per type and title and/or publication.
- The loose inserts have to be delivered, all facing in the same direction, in boxes of ca. 500 copies.
- Use boxes that are easy to handle, weighing a maximum of 10 kg.
- If several versions are delivered of the relevant loose inserts, package and deliver these separately (i.e. never put several versions in 1 box).
- Indicate on every box: the relevant title, date of publication of the relevant title and the number of copies in the box.

### Liability

If upon delivery or during the production of the magazine, it becomes evident that the loose inserts have not been produced in accordance with the aforementioned terms and conditions and, in the opinion of the printers, as a result, these cannot be incorporated or can only be incorporated with a resulting delay in production, Habo DaCosta bv reserves the right to refuse the delivery or to immediately cease incorporating the loose inserts in the magazine. The additional costs and damages arising from faults and/or refusal of the delivery will be refunded by the client to Habo DaCosta bv, without prejudice to the right of Habo DaCosta bv to compensation of the agreed rates for inclusion of the loose inserts.

Habo DaCosta bv cannot accept liability for the content and consequences of agreements that are made with regard to the transaction in question with third parties, unless Habo DaCosta bv expressly gives its consent for this.

The General Terms and Conditions of Habo DaCosta bv apply unimpaired to orders for loose inserts.

### Specific product delivery specifications

#### Testing

In order to check whether the loose insert can be incorporated in the magazine, for initial assessment, 10 copies are required. You should always supply these 6 weeks prior to commencement of production. The acceptance of the order and the final price for the loose inserts in the magazine are dependent on the initial assessment and the test to be carried out, if required. In addition, the question of whether or not the plus propositions can be inserted is dependent on the total number of plus propositions in that particular edition of the magazine, the required position of those plus propositions in the magazine and the workability thereof from a planning point of view.

**The test copies must, of course, be representative of the inserts to be incorporated.**

#### Size of the loose insert

Minimum: 105 x 105 mm.

maximum: all around, 10 mm smaller than the trimmed page format.

In stapled bound productions, loose inserts are generally inserted into the front or the back of the magazine.

In adhesive-bound productions, they can also be inserted between two quires.

A loose insert comprising more than 2 pages must always have a closed edge, parallel to the spine of the top copy on the long edge.

# Delivery Specifications for Plus Propositions

## Bound Inserts

### General Terms and Conditions of Delivery

Should the delivery not meet the conditions indicated below, or if the delivery is offered before the delivery date approved by Habo DaCosta bv, Habo DaCosta bv reserves the right to refuse the delivery. In the event that the delivery is offered before the delivery date approved by Habo DaCosta bv and this delivery then has to be taken into storage, Habo DaCosta bv is entitled to charge its client for storage and administration costs, without giving advance notification of this.

### Every consignment has to be accompanied by

- A delivery note.
- A clear description of the item, and the
- Name of the client  
(not an agency or printer, but the publisher).

### Every delivery note should state

- Name of the insert and magazine title in which the bound insert will be included.
- The name of the contact at the printers (if known).
- Date that the relevant title will appear.
- Number of copies of the delivered insert.
- For sub-packaging (boxes or bundles): state the numbers for each sub-packaging.
- When inserts are coded: state the code(s) and give an explanation of these.
- Date of arrival: see the plan for the relevant title.

### Terms and Conditions of Delivery of bound inserts on pallets

- Dimensions of each pallet: 80.0 x 100.0 cm or Euro pallet: 80.0 x 120.0 cm.
- Maximum height of the packaging (incl. pallet): 120.0 cm.
- Maximum weight of each pallet: 600 kg.
- Bound inserts to be on separate pallets per type and title and/or publication.
- If several versions are delivered of the relevant bound inserts, package and deliver these separately (i.e. never put several versions on 1 pallet).

- Indicate on every pallet: the relevant title, date of publication of the relevant title and the number of copies on the pallet. Bound inserts have to be undamaged and packaged with minimum sub-packaging (tied with a tape) of 10.0 cm.

### Terms and Conditions of Delivery of bound inserts in boxes

- Dimensions of each box: maximum: 30.5 x 22.0 x 25.0 cm.
- Maximum weight of each box: 10 kg.
- Bound inserts to be in separate boxes per type and title and/or publication.
- The bound inserts have to be delivered, all facing in the same direction, in boxes containing ca. 500 copies.
- Use boxes that are easy to handle, weighing a maximum of 10 kg.
- If several versions are delivered of the relevant bound inserts, package and deliver these separately (i.e. never put several versions in 1 box).
- Indicate on every box: the relevant title, date of publication of the relevant title and the number of copies in the box.

### Liability

If upon delivery or during the production of the magazine, it becomes evident that the bound inserts have not been produced in accordance with the aforementioned terms and conditions and, in the opinion of the printers, as a result, these cannot be incorporated or can only be incorporated with a resulting delay in production, Habo DaCosta bv reserves the right to refuse the delivery or to immediately cease incorporating the bound inserts in the magazine. The additional costs and damages arising from faults and/or refusal of the delivery will be refunded by the client to Habo DaCosta bv, without prejudice to the right of Habo DaCosta bv to compensation of the agreed rates for inclusion of the bound insert.

Habo DaCosta bv cannot accept liability for the content and consequences of agreements that are made with regard to the transaction in question with third parties, unless Habo DaCosta bv expressly gives its consent for this.

The General Terms and Conditions of Habo DaCosta bv apply unimpaired to orders for bound inserts.

## Specific product delivery specifications

### Testing

In order to check whether the bound insert can be incorporated in the magazine, for initial assessment, 10 copies are required. You should always supply these 6 weeks prior to commencement of production. The acceptance of the order and the final price for incorporating the bound inserts in the magazine are dependent on the initial assessment and the test to be carried out, if required. In addition, the question of whether or not the plus propositions can be inserted is dependent on the total number of plus propositions in that particular edition of the magazine, the required position of those plus propositions in the magazine and the workability thereof from a planning point of view.

**Of course, the test copies have to be representative of the inserts to be incorporated.**

### Place and position

As a standard, bound inserts are attached to the head of the magazine.

For that reason, the bound insert has to have a head bleed of 5 mm.

If the bound insert has the same trimmed length as the magazine, then the bound insert has to have a foot trim of 5 mm.

In bound inserts that have to be folded out, the folded edge (width) of the bound insert has to fall at least 5 mm inside the type area (because of cutting).

In principle, bound inserts are never positioned after cover 2 and before cover 3.

Specific positions within the magazine upon request.

### Extent

The minimum number of pages for bound inserts is 2 for adhesive bound and 4 for stapled.

Bound inserts comprising more than 4 pages have to be supplied with a closed head.

### Sizes and dimensions

#### (for bound inserts without perforation)

The maximum permitted size is the type area of the magazine:

- 230 mm wide (excl. 3 mm grind allowance and excl. 5 mm fore edge trim) x 297 mm (excl. 5 mm head trim and excl. 5 mm foot trim).

The minimum permitted size is dependent on the type of bound insert:

- 2-page bound insert (reply-paid cards, coupons, etc.): 120 mm wide (excl. 3 mm grind allowance) x 150 mm high (excl. 5 mm head trim).
- > 2-page horizontal bound insert, also called oblong (leaflets, brochures, etc.): 230 mm wide (excl. 3 mm grind allowance and excl. 5 mm fore edge trim) x 170 mm high (excl. 5 mm head trim).
- > 2-page portrait bound insert (leaflets, brochures, etc.): 148 mm wide (excl. 3 mm grind allowance) x 210 mm high (excl. 5 mm head trim).

### Sizes and dimensions

#### (for bound inserts with perforation)

In bound inserts that are to be torn out, the spine to perforation distance has to be 18 mm (15 mm spine, 3 mm grind allowance). The perforations have to be microperforations:

The maximum permitted size is the type area of the magazine:

- 230 mm wide (incl. 15 mm spine and excl. 3 mm grind allowance and excl. 5 mm fore edge trim) x 297 mm (excl. 5 mm head trim and excl. 5 mm foot trim).

The minimum permitted size is dependent on the type of bound insert:

- 2-page bound insert (reply-paid card, coupons, etc.): 120 mm wide (incl. 15 mm spine and excl. 3 mm grind allowance) x 150 mm high (excl. 5 mm head trim).
- > 2-page horizontal bound insert, also called oblong (leaflets, brochures, etc.): 230 mm wide (incl. 15 mm spine and excl. 3 mm grind allowance and excl. 5 mm fore edge trim) x 170 mm high (excl. 5 mm head trim).
- > 2-page portrait bound insert (leaflets, brochures, etc.): 148 mm wide (incl. 15 mm spine and excl. 3 mm grind allowance) x 210 mm high (excl. 5 mm head trim).

# Delivery Specifications for Plus Propositions for Onserts

## General Terms and Conditions of Delivery

Should the delivery not meet the conditions indicated below, or if the delivery is offered before the delivery date approved by Habo DaCosta bv, Habo DaCosta bv reserves the right to refuse the delivery. In the event that the delivery is offered before the delivery date approved by Habo DaCosta bv and this delivery then has to be taken into storage, Habo DaCosta bv is entitled to charge its client for storage and administration costs, without giving advance notification of this.

## Every consignment has to be accompanied by

- A delivery note.
- A clear description of the item.
- Name of the client  
(not an agency or printer, but the publisher).

## Every delivery note should state

- Name of the insert and the title of the magazine, in which the onsert will be included.
- The name of the contact at the printers (if known).
- Date that the relevant title will appear.
- Number of copies of the delivered onsert.
- For sub-packaging (boxes or bundles): state the numbers for each sub-packaging.
- When inserts are coded: state the code(s) and give an explanation of these.
- Date of arrival: see the plan for the relevant title.

## Terms and Conditions of Delivery of onserts on pallets

- Dimensions of each pallet: 80.0 x 100.0 cm or Euro pallet: 80.0 x 120.0 cm.
- Maximum height of the packaging (incl. pallet): 120.0 cm
- Maximum weight of each pallet: 600 kg.
- Onserts to be on separate pallets per type and title and/or publication.
- If several versions are delivered of the relevant onserts, package and deliver these separately (i.e. never put several versions on 1 pallet).

- Indicate on every pallet: the relevant title, date of publication of the relevant title and the number of copies on the pallet. Onserts have to be undamaged and packaged with minimum sub-packaging (tied with a tape) of 10.0 cm.

## Terms and Conditions of Delivery of onserts in boxes

- Dimensions of each box: maximum: 30.5 x 22.0 x 25.0 cm.
- Maximum weight of each box: 10 kg.
- Onserts to be in separate boxes per type and title and/or publication.
- The onserts have to be delivered, all facing in the same direction, in boxes containing ca. 500 copies.
- Use boxes that are easy to handle, weighing a maximum of 10 kg.
- If several versions are delivered of the relevant onserts, package and deliver these separately (i.e. never put several versions in 1 box).
- Indicate on every box: the relevant title, date of publication of the relevant title and the number of copies in the box.

## Liability

If upon delivery or during the production of the magazine, it becomes evident that the onserts have not been produced in accordance with the aforementioned terms and conditions and, in the opinion of the printers, as a result, these cannot be incorporated or can only be incorporated with a resulting delay in production, Habo DaCosta bv reserves the right to refuse the delivery or to immediately cease incorporating the onserts in the magazine.

The additional costs and damages arising from faults and/or refusal of the delivery will be refunded by the client to Habo DaCosta bv, without prejudice to the right of Habo DaCosta bv to compensation of the agreed rates for inclusion of the onsert.



Habo DaCosta bv cannot accept liability for the content and consequences of agreements that are made with regard to the transaction in question with third parties, unless Habo DaCosta bv expressly gives its consent for this.

The General Terms and Conditions of Habo DaCosta bv apply unimpaired to orders for onserts.

### Specific product delivery specifications

#### Testing

In order to check whether the onsert can be incorporated in the magazine, for initial assessment, 10 copies are required. You should always supply these 6 weeks prior to commencement of production. The acceptance of the order and the final price for the onserts are dependent on the initial assessment and the test to be carried out, if required.

**The test copies must, of course, be representative of the edition to be incorporated.**

#### Place and position

Onserts will generally be attached to the back of the magazine. The magazine will then be sealed. An onsert comprising more than 2 pages, must always have a closed edge, parallel to the spine of the top copy on the long edge.

#### Sizes and weights

The maximum size of an onsert is equal to the trimmed size of the magazine.

The thickness of the onsert may not exceed that of the magazine (approx. 5 mm).

The weight of the onsert may not exceed that of the magazine (approx. 200 grams).

Special onserts (such as CDs, toothbrushes or other objects) of any size and volume, always upon request!

# Delivery Specifications for Plus Propositions

## Glued Inserts

### General Terms and Conditions of Delivery

Should the delivery not meet the conditions indicated below, or if the delivery is offered before the delivery date approved by Habo DaCosta bv, Habo DaCosta bv reserves the right to refuse the delivery. In the event that the delivery is offered before the delivery date approved by Habo DaCosta bv and this delivery then has to be taken into storage, Habo DaCosta bv is entitled to charge its client for storage and administration costs, without giving advance notification of this.

### Every consignment has to be accompanied by

- A delivery note.
- A clear description of the item.
- Name of the client  
(not an agency or printer, but the publisher).

### Every delivery note should state

- Name of the items to be attached and the title of the magazine with which the glued insert will be sent.
- The name of the contact at the printers (if known).
- Date that the relevant title will appear.
- Number of samples of the delivered items.
- For sub-packaging (boxes or bundle): state the numbers for each sub-packaging.
- When items to be attached are coded: state the code(s) and give an explanation of these.
- Date of arrival: see the plan for the relevant title.

### Terms and Conditions of Delivery of glued inserts on pallets

- Dimensions of each pallet: 80.0 x 100.0 cm or Euro pallet: 80.0 x 120.0 cm.
- Maximum height of the packaging (incl. pallet): 120.0 cm.
- Maximum weight of each pallet: 600 kg.
- Each type and title and/or publication on separate pallets.
- If several types of the relevant glued inserts are delivered, package and deliver these separately (i.e. never put several types on 1 pallet).

- Indicate on every pallet: the relevant title, date of publication of the relevant title and the number of items on the pallet. Glued inserts have to be undamaged and packaged with minimum sub-packaging (tied with a tape) of 10.0 cm.

### Terms and Conditions of Delivery of glued inserts in boxes

- Dimensions of each box: maximum: 30.5 x 22.0 x 25.0 cm.
- Maximum weight of each box: 10 kg.
- Glued inserts to be in separate boxes per type and title and/or publication.
- The glued inserts have to be delivered, all facing in the same direction, in boxes containing ca. 500 items. Use boxes that are easy to handle, weighing a maximum of 10 kg.
- If several types of the relevant glued inserts are delivered, package and deliver these separately (i.e. never put several types in 1 box).
- Indicate on every box: the relevant title, date of publication of the relevant title and the number of items in the box.

### Liability

If upon delivery or during the production of the magazine, it becomes evident that the glued inserts have not been produced in accordance with the aforementioned terms and conditions and, in the opinion of the printer, as a result, these cannot be incorporated or can only be incorporated with a resulting delay in production, Habo DaCosta bv reserves the right to refuse the delivery or to immediately cease incorporating the glued inserts in the magazine. The additional costs and damages arising from faults and/or refusal of the delivery will be refunded by the client to Habo DaCosta bv, without prejudice to the right of Habo DaCosta bv to compensation of the agreed rates for inclusion of the glued inserts.

Habo DaCosta bv cannot accept liability for the content and consequences of agreements that are made with regard to the transaction in question with third parties, unless Habo DaCosta bv expressly gives its consent for this.

The General Terms and Conditions of Habo DaCosta bv apply unimpaired to orders for glued inserts.

### Specific product delivery specification

#### Testing

In order to check whether the glued insert can be incorporated in the magazine, for initial assessment, 10 copies are required. You should always supply these 6 weeks prior to commencement of production. If it is found from the assessment of this test that an adhesion test is required, a minimum of 1,000 glued inserts are required for further testing (per magazine). To enable the adhesion test to be carried out optimally, you should also supply a layout showing the required position on the page.

The acceptance of the order and the final price for adhesion in the magazine, are dependent on the initial assessment and the adhesion test to be carried out, if required. In addition, the question of whether or not the plus propositions can be inserted is dependent on the total number of plus propositions in that particular edition of the magazine, the required positions of those plus propositions in the magazine and the workability thereof from a planning point of view.

**The test copies must, of course, be representative of the inserts to be incorporated.**

#### Place and position

To be able to incorporate a glued insert by machine, the glued insert has to be adhered to the front or rear page of a quire. Adhering a plus proposition in a different place will result in substantial extra charges (on account of manual handling). We would be pleased to discuss this with you beforehand, with regard to the possible positions where these can be adhered, because this can also depend on other plus propositions that are potentially included in the same magazine.

A glued insert has to be adhered a minimum of 20 mm from the head (top), a minimum of 15 mm from the spine, 30 mm from the trim (side) and 25 mm from the foot (bottom).

It is not possible to determine exactly where the glue will be applied, parallel to the spine of the magazine. The adhesion can deviate by approx. 5 mm, the deviation from the adhesion angle is approx. 3 degrees.

#### Size

If a glued insert consists of several pages, then the closed edge (spine) is adhered below or parallel to the spine.

#### Sizes and weights

Shapes other than rectangular shapes (e.g. round shapes) cannot be adhered into place by machine. These glued inserts have to be handled manually.

Sizes and weights are dependent on the type of glued insert:

Glued inserts of 2 pages:

Size: minimum 50 x 70 mm, maximum: 210 x 210 mm

Weight in grams: minimum 115 g

Glued inserts comprising more than 2 pages:

(with a maximum of 24 pages):

Size: minimum 150 x 150 mm, maximum 150 x 210 mm

Maximum weight of the whole glued insert: 30 g

**Special glued inserts (deviating from the aforementioned specifications) are always upon request!**