

## Delivery materials Print & Mail

### Delivery address PRINT & MAIL

Drivers, couriers and carriers should deliver goods for **Nic. Oud, Print & Mail** at Incoming Expedition: Newtonstraat 46; 1704 SB Heerhugowaard, cargo doors 1 through 4 (corner Newtonstraat / Flemingstraat)

Drivers, couriers and carriers with goods for **Nic. Oud, Fulfilment & Weblogistics** should deliver these at Incoming Expedition e-Fulfilment: Copernicusstraat 21; 1704 SV Heerhugowaard, cargo doors 10 through 12 (across from the Vers Unie). For delivery instruction, see [delivery of goods](#).

### Openings times expedition

The expedition is open from Mondays through Fridays from 08.00 – 17.00 o'clock. Deliveries outside of the standard opening times are only possible after consultation with the order manager.

### Pre-arrival notification

Criteria pre-arrival notifications of deliveries:

Report deliveries > 20 pallets at the latest 14.00 o'clock prior to the day of delivery by e-mail at: [expeditie\\_in@nicoud.nl](mailto:expeditie_in@nicoud.nl) – Tel.: 0031 72 567 10 19

In the case that you will deliver, directly or indirectly (by third parties) on your behalf, > 32 pallets of production materials to Nic. Oud, the order manager responsible should be timely informed of the following:

- The type of materials including description and/or accompanying article numbers
- Quantities
- Packaging
- Expected delivery date and time at Nic. Oud
- Number of pallets
- Name supplier

In the case that you are not able to provide the required information yourself, then your supplier should provide the required information to the order manager of Nic. Oud.

### Information on consignment note and delivery note

The delivery should always be accompanied with a fully filled out consignment note and / or delivery note:

- Name forwarder / transporter
- Name supplier
- Name of delivery address + delivery address
- Article description and article number (the term 'printed material' is insufficient)
- Reference to main article (if applicable)
- Pallet type (euro, block, single-use or other)
- Quantity on 1 pallet
- Quantities per article
- Total quantity boxes (1/12 – 2/12 etc.)
- Quantities per box
- Total quantity pallets (1/12 – 2/12 etc.)
- Quantities per pallet
- Partial delivery, if applicable



## Liability

Nic. Oud only signs for receipt of goods and is in no way liable or accountable for the correctness of content and quantities on the delivery receipt.

### Incorrect or late deliveries may lead to:

- Delays in delivery time
- Additional costs as a consequence of additional deployment of manpower, machines or transport
- Damages to delivered material leads to a shortage and, in turn, to short delivery

## Packaging

### Delivering materials in boxes

- Package boxes in the correct manner and place a label at a visible location
- All types of stationery, cards or envelopes (A3 – A6 sizes). Other sizes only in consultation
- Minimum box size – L305 x B220 x H300 mm (American folding boxes - A4)
- Deliver passes or small cards in a sleeve
- In case of delivery of gimmicks, always provide the product information to the order manager
- Materials should be packaged in sturdy boxes
- Maximum weight per box: 15 kg
- Specify article description and article number on the box
- Specify a (fixed) amount of copies per box
- Only deliver different types of printed material in separate boxes with clear specification on the label

### Delivering materials on pallets

- Pallet size: 80 x 100 cm or 80 x 120 cm
- Maximum pallet height: 160 cm (including pallet)
- Pallets should be wrapped in the correct manner: wrapped in foil and provided with corner pieces, cover strip or cardboard on pallet and straps
- Pallets should come with (numbered – quantity / of) pallet cards, including article description and specification of quantity of boxes, bundles or copies
- Pallets should have 4 pallet cards:
  - 2 on the long side and 2 on the short side of the pallets
  - Specify the total quantity on the pallet card
- Deliver magazines separately on pallets (not in boxes or wrapped in foil)
- In the case that printed materials is delivered on pallets, the printed material should be bundles (1 rope). In the case of bundling, the printed material should be delivered in equal orientation or in bundles with at least 50 copies in turns and without an interlay sheet
- If delivery in this manner is not possible, always consult with the order manager
- If the main brochure weighs more than 500 grams, always consult with the order manager whether the cover should be delivered stacked facing up or down on the pallet
- Do not deliver different types of printed material combined on one pallet
- The staples of bound products should be flat and closed
- To prevent the damage of goods, a cover strip or protection sheet should always be applied to the pallet

Delivery pallets for storage:

- Pallet size: 80 x 120 cm
- Maximum pallet height: 130 cm (including pallet)

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### Delivery of personalized printed materials or products

- The order manager should always be timely provided with all product information regarding the personalization of the item
- In the case of printed products, the customer should always provide the required pallet cards, bundle lists and mail documents
- Printed products that come with sorting information should come with 100% black bundle blocks positioned with 1 cm of space on all sides. The minimum size of the blocks is 4 x 4 mm (see directives delivery sorted batches)
- The first address should be on top and be readable
- In the case that bundle blocks have been replaced by bundle stars, a surcharge applies
- Printed products should always be delivered in the right order and in numbered containers

### Euro pallets

In the case that you supply goods on Euro pallets and wish to exchange these, this should be reported to the order manager beforehand

### Waste sheets

For an uninterrupted procedure, it is necessary to deliver sufficient waste sheets:

- Print run mailing < 1000 copies: 5% of the run with a minimum of 25 copies
- Run > 1000 copies: 3%

## Mechanical processability

### Materials

- Envelopes with gummed flap and flap on long side only. Envelopes should be packaged in boxes with flap in the same direction
- Deliver passes or small cards in sleeve
- Deliver gimmicks in boxes and always provide the product information to the order manager beforehand

### Printed materials not fully processable mechanically and under conditions

- Goods wrapped in foil
- All forms that deviate from rectangular
- Products folded in a zigzag

### Laser suitability of blank or printed paper (Pre-printed)

- All types of paper that can be processed by laser printers should be laser suitable paper
- Printed materials should be printed with laser suited ink
- In the case of printed paper, the print should always be 'dry'
- The use of (dry) powders should be prevented
- Perforated paper can only be processed if the 'bulge' of the perforation is not on the side the paper is being printed on. In addition, the perforation should be applied in such a way that the parts to the left and right of the perforation do not tear apart during printing or further processing (such as putting in envelopes)
- Printing on varnish is not possible
- Printing on dispersion varnish is possible subject to / after testing at least 150 pages
- Printing on printing zones with an ink coverage of > 15% is not possible
- Printing on printed materials that already has a crease is not possible
- Printing on printed materials with a print of metal ink, embossing or foil is not possible

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# Rolls of printed materials

## Roll specifications

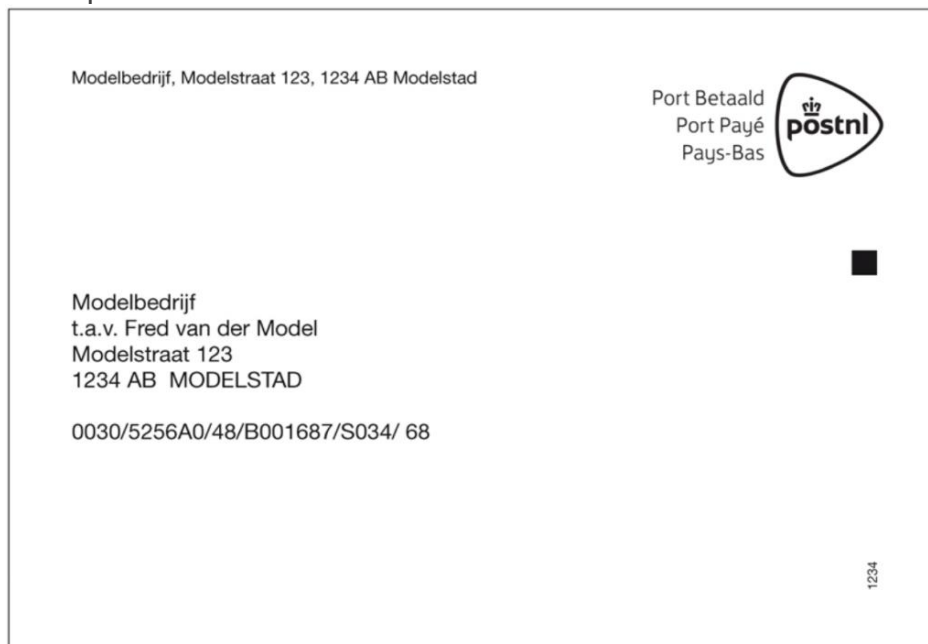
- Roll width: 6.5 inch up to 19.5 inch (165.1 mm up to 495.3 mm)
- Maximum print width: 18.5 inch (469.9 mm)
- Paper weight: 60 gr/m<sup>2</sup> up to 160 gr/m<sup>2</sup>
- Roll diameter: 4 inch up to 45 inch (or 100 mm up to 1143 mm)
- Roll weight: maximum 630 kg
- Core: 70 mm
- Pin feed: Yes
- Paper processable in bundles: Yes
- Print: Outwards, facing the front
- Cutting length: 3.5 inch up to 19.5 inch (90 mm t/m 495 mm)
- Waste sheets: At least 5% of the run with a minimum of 3000 folding strokes

## **When delivering printed mail lots that will be sorted and bundled by Post NL E-sort, you should deliver them in the following manner:**

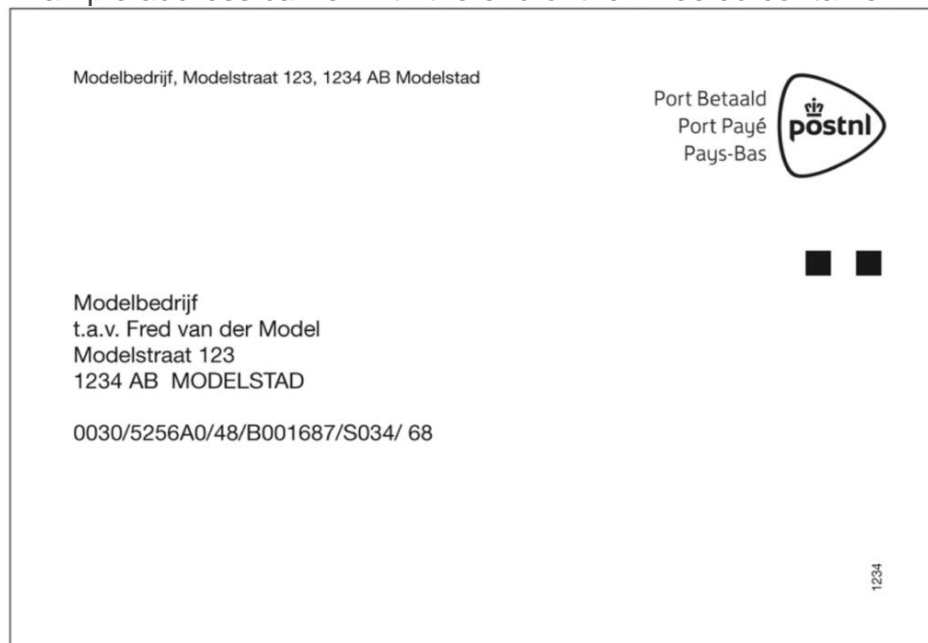
- Printed materials provided with sorting data should have 100% black bundle blocks that are positioned with 1 cm of space on all sides. These blocks represent the end of the bundle. The minimum size of the blocks is 4 x 4 mm.
- The end of the wheeled container should be indicated by means of two black blocks side to side with a space of 4 mm. The size of both blocks is equal to the sizes of the “end of bundle”.
- In the case that the blocks cannot be printed for technical reasons, you should contact your order manager at Nic. Oud B.V. Not printing the bundle blocks will have consequences on the pricing.
- The usual manner of sorting is in postal code order, from low to high (1000 to 9999). The first address should be on top and be readable. Supplied bundle notes and /or wheeled container cards should also be supplied in order. If Nic. Oud B.V. cuts bundle notes or other documents, these should be supplied sorted in depth to allow the stacks to be joined immediately after cutting.
- Foreign addresses in the lots for PostNL E-sort should be added to the back of the file. Please indicate the exact number of foreign addresses and the zone (countries), so that Nic. Oud can correctly state these on the offer form.
- The address file or the lot should be equipped at the start with at least 4 dummy or example addresses. These 4 addresses serve as production examples and are meant for both the mail distributor and Nic. Oud B.V. If there are no example addresses, addresses from the original file are used.
- Before you print the address carriers, we would like to receive a proof of:
  - Address with only the e-sort line
  - Address with e-sort line and 1 block
  - Address with e-sort line and 2 blocks



Example address carrier with the end of the bundle:



Example address carrier with the end of the wheeled container:



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