

DEPARTURES
2018 SUPPLIED INSERT REQUIREMENTS

DEPARTURES reserves the right to review all the inserts/BRC for acceptability. A dummy or blueline, and a paper sample must be submitted to Departures Production Department, at least four weeks prior to delivery date. Please note that print orders fluctuate and it is recommended that you confirm the required quantity prior to printing, and include the recommend spoilage overage; otherwise we cannot guarantee your insert will appear in all copies.

INSERT DUE DATES

ISSUE	DUE DATE	COUNTS*
January/ February	11/29/17	1,730,000
March/ April	1/30/18	1,730,000
May/ June	3/30/18	1,730,000
July/ August	5/25/18	1,730,000

****BECAUSE COUNTS TEND TO FLUCTUATE, PLEASE CONFIRM COUNTS WITHOU OUR OFFICE PRIOR TO PRINTING.***

JOGGING AND TRIM INFORMATION

DEPARTURES trims at 9" x 10 7/8" and jogs to the foot. Allow 1/8" scuff in gutter, 1/8" at foot, and 1/8" at face (outside edge) and head if full sized. Keep all live matter and type 3/8" from the final trim.

BRC REQUIREMENTS

Minimum size accepted: 3 1/2" x 5" (Allow for 1/8" scuff in gutter, 1/8" at foot, and 1/8" at face (outside edge) and 1/2" Binding Tab)

Maximum size accepted: 4 1/4" x 6"

Business Reply Cards must have a permit number and postage is prepaid by the advertiser. They have specific requirements including:

- mailer has a business reply permit with the post office ("No postage necessary.indicia")
- Paper: minimum of 7 pt thickness (coated or uncoated)
- 3 barcodes are required on the address side. All barcodes and all address and permit imprint elements on the address side of the card. This must be in a specific position.
- The post office provides a template to designers and agencies.

Courtesy Reply Cards are postcards with no permit number; the user puts on a first class stamp to mail ("Place stamp here" indicia.) They also have to meet certain requirements because they're in the magazine.

- Paper minimum of 7 pt thickness (coated or uncoated)
- 2 barcodes are required on the address side barcodes and all address elements must be in a specific position.

INSERT STOCK REQUIREMENTS

2 page Insert: Minimum paper weight: 70# stock

Maximum paper weight: 100# stock

A stock sample **must be submitted** for review and acceptance.

Delivery Address:

LSC Communications, 3201 Lebanon Road, Danville, KY 40422,

Attn: Mark Powell (859) 238-2327

PACKING AND DELIVERY REQUIREMENTS

The following information is furnished as a guideline for supplied inserts. LSC Communications asks your assistance in providing accurate counts and identification for proper usage and handling of your inserts. Deviation from the following guidelines may cause additional handling charges, and Departures will not accept responsibility for counts or runability of supplied inserts unless these guidelines are followed.

OUTSIDE SUPPLIED PARTS – LSC COMMUNICATIONS

A. General Information: Examples of outside supplied parts include the following: Stock from other LSC Communications plants, inserts, envelopes, bind-in cards, blow-in cards, etc.

1. Our Receiving hours are Monday through Friday 7am until 4pm Eastern **by appointment**. Without an appointment, it is first come, first serve. Please direct vendors to use 859-238-2334 or 859-238-2405 to set up appointments. Special receiving arrangements are only allowed by prior agreement and only for product needed to meet LSC production schedules. All other product must be received during normal receiving hours.

2. Special receiving arrangements: There is to be only one supplied part type (i.e. card) per individual pallet. On certain type work with numerous codes or other complexities, special arrangements for the receipt and verification are necessary. The Customer Service Representative will arrange for this service through the Shipping/Receiving Department. The department must be informed twenty-four (24) hours in advance to provide an unloading schedule.

3. Receipt of damaged goods: A picture of damaged materials deemed acceptable will be forwarded to the Customer Service Representative through Manufacturing or Receiving. If the material is damaged to the point of unacceptability, the load(s) may be refused.

4. Shipment schedule: All loads are to be received one (1) to two (2) weeks before bind dates. On large volume jobs, a flow pattern for receipt of materials can be established.

5. Received supplied parts must contain an itemized packaging slip listing item name, weight of each pallet, and counts.

6. Receipt will be verified by code or item name only.

B. Packaging Specifications:

1. *Pallets/Tops* Prefer 48" by 42" with entry on 42" side. All pallets must have attached legs with 4" high entry. Wooden tops ("picture frame") are requested.

2. *Weight* Cartoned inserts should not exceed 35 lbs. per carton. Not to exceed 1,400 pounds gross weight in total per load.

3. *Height* Not to exceed 44" from the floor.

4. *Loading* Brick-pile in alternate stacks. Stacks should not be more than three (3) inches high (no turns) with cardboard (sliderboard, chipboard, etc.) of sufficient rigidity between each layer to prevent curling.

5. **Banding** Any banding which is effective will be accepted (i.e. metal band or polyester strapping). Prefer that a min. 2x2 banding technique be used, which protects against damaged loads.

6. **Samples** If a quantity of supplied parts is designated for samples or office copies, these parts should be separated and identified "SAMPLE STOCK" or "OFFICE COPY STOCK"

7. **Moisture** Curling and/or sticking together must not affect Gimmick glue flaps.

8. **Protection** Load should be stretchwrapped -- sufficient to contain load and repel moisture (under bands); waterproof paper/plastic should be placed between the skid and the bottom layer.

9. **Scent Strips** The following additional carton packaging is required:

a) All sigs need to be placed in the carton on end.

b) Sigs are to be compensated in lifts of three (3) inches (the 3 inch is to be the side with the scent strip).

c) Each compensated lift will be divided by chipboard.

d) All cartons will be placed on the load right side up.

10. Identification:

a) Unit Load All loads must be identified with the following information:

(1) Customer Name (LSC Communications plant; customer, or customer's supplier)

(2) Issue (if applicable)

(3) Job Number and Job Name (if applicable)

(4) Region/Version/Code/Edition

(5) Number of Pages in the Signature (if applicable)

(6) Load Count (total load count, count by layer)

(7) Load Weight (gross and net)

(8) Load Number

(9) Printer or Converter's Name (if applicable)

(10) Sample of Product Affixed to Outside of the Load

(11) Attn: Mark Powell

b) Cartons: In addition to the above load identification, the following information should be secured to the outside of each carton:

(1) Carton Number

(2) Sig/Card ID

(3) Quantity Per Carton

Note: If you need additional information, please call Anthony White at 212-522-0969.
