

# supplied insert specs



All supplied inserts must be approved prior to large insert shipment by sending one insert to your CSR.

All inserts must be palletized

A packing list must be included with all shipments

The list should include:

- Project Name
- Issue Date
- Weight
- Total Quantity
- Quantity per Box
- Total Skid Number

Pallet identification on at least 2 sides includes:

- Project Name
- Issue Date
- Royle CSR's Name
- Net Weight
- Quantity
- Number of Cartons
- Skid Number
- Supplier's Name

Affix a sample to each side of skid.

5 samples of each item in an envelope marked "OFFICE COPIES" with CSR's name.

## Bulk Packing in skid container

- All inserts must be brick stacked in 6" lifts with all lifts facing same direction.
- Lifts must be separated by chipboard for additional protection.
- Multiple versions must be in separate containers.

## Carton Packing

- Carton packing should be used when the nature of product will not allow for brick stacking or additional protection of the product is required.
- Multiple versions may be placed on the same pallet if cartons are clearly marked and identified, 1 of \_\_\_\_, with a sample attached to each carton.

## Pallets

- Pallets should be 40" X 48" and not packed higher than 48".
- Pallets must be waterproof wrapped and securely banded.
- Pallets not to exceed 2,000 lbs/gross.

## Deadlines

- All furnished inserts are due at Royle five (5) working days prior to scheduled binding date.
- Inserts arriving 30 days prior to the binding date will be placed in inventory with a storage fee billed to Royle's customer.
- Any inserts arriving less than 5 days prior to binding date must be cleared thru the Royle CSR.

## Receiving

- The plant will receive materials Monday thru Friday (6 AM to 9 PM).

Royle Printing Co.

745 S. Bird Street

Sun Prairie, WI 53590

# supplied insert spoilage



The following spoilage numbers should be used as guidelines. Please contact your CSR for your actual supplied insert spoilage.

	MR Cutoffs	Run %
<b>Inside Tip - Saddle Stitched</b>		
0-50M Books	850	7.00
51M-100M Books	750	6.00
101M-200M Books	750	5.75
201M Books - Above	750	5.25
Version Change	Please contact your CSR	

<b>Inside Tip - Perfect Bound</b>		
0-50M Books	900	7.00
51M-100M Books	800	6.00
101M-200M Books	800	5.75
201M Books - Above	800	5.25
Version Change	Please contact your CSR	

<b>Outside Tip - Saddle Stitched or Perfect Bound</b>		
Any quantity	500	4.00

<b>Bellyband - Saddle Stitched or Perfect Bound</b>		
Any quantity	500	4.00

	MR Cutoffs	Run %
<b>Blow-In - Saddle Stitched</b>		
0-50M Books	400	4.00
51M-100M Books	300	3.00
101M-200M Books	300	2.75
201M Books - Above	300	2.25
Version Change	Please contact your CSR	

<b>Blow-In - Perfect Bound</b>		
0-50M Books	450	4.00
51M-100M Books	350	3.00
101M-200M Books	350	2.75
201M Books - Above	350	2.25
Version Change	Please contact your CSR	

<b>Mailing - Saddle Stitched or Perfect Bound</b>		
Any quantity	50	1.00