

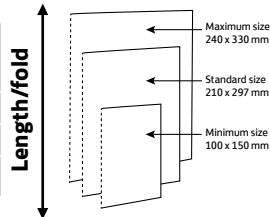
Specifications for your printed material

If your printed material has a special shape, different weight or different dimensions please contact PostNL on +31 (0)88 868 6868. Our Door-to-Door support team will be happy to help you find the right solution for your distribution requirements.

In order to process your leaflet or brochure properly, your printed material must meet the following specifications.

Dimensions:

	Minimum	Maximum
Length	150 mm	330 mm
Width	100 mm	240 mm
Thickness		8 mm



Notes concerning size:

- The length is measured along the folded or bound side of the brochure (i.e. the closed side of the printed material);
- The specifications concerning thickness depend on the size of the printed material; if the printed material has the minimum dimensions it may not be any thicker than 4mm.

Paper specifications:

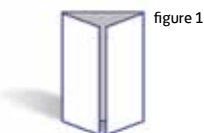
Paper type	1 sheet g/m ²	2 sheets g/m ²	4 sheets g/m ²
Minimum weight of standard paper	80	57	47
Minimum weight of machine coated paper	90	57	47

- Paper should weigh no more than 200 g/m² and each brochure should weigh no more than 100 grams;
- The printed material must have at least one straight side;
- Printed material that is folded or which has more than one page must have at least one completely closed side;
- The printing ink must not run;
- The quality of your printed material and the handover is essential for the processing quality.

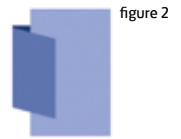
The suitability of other sizes and weights will be determined on a case-by-case basis. Non standard-sized printed material may only be handed over following consultation with PostNL.

The following products can only be machine processed to a limited extent and under given conditions:

- Polywrapped products and sticker sheets;
- Non-rectangular items;
- Paper bags;
- Brochures folded double at the front or back (see fig. 1);



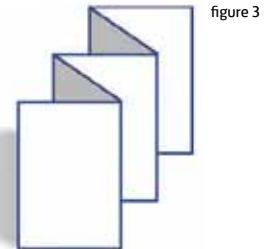
- Brochures or parts of brochures with one or more perforations;
- Ex-cart/outsert: outer flap that is smaller than the brochure (see fig. 2).



We can test your printed material for machinability.

The following products cannot be machine processed:

- Plastic and paper bags;
- Products with a zigzag fold (see fig. 3);
- Fully-punched forms.

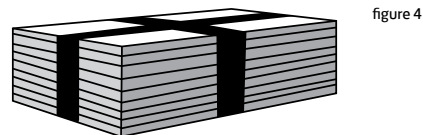


Printed material

- Printed matter must not bear a "PostNL Port betaald" postage paid logo;
- Do not bundle too tightly (to prevent tearing);
- No crooked or incorrectly cut printed material;
- No curled-up backs;
- Stack straight and neatly on pallets or in roll containers.

Bundling printed material

- Bundles should be of equal size/content;
- Bundles should be tied crosswise with Strapex or string. Wrappers or elastics are not permitted (see fig. 4);
- The maximum weight is 8kg per bundle;
- Do not compensate for a bundle of up to 300 items. Above 300 items, keep to a maximum of two alternating stacks (e.g. bundle of 500 items: 2 x 250). If there are more alternating stacks per bundle they may be subject to additional costs for which you will be charged in full;
- For bundles of up to 100 items, round off the bundling to a multiple of 10;
- Bundling is not necessary if items are handed over in boxes (see point 2). The maximum weight per box is 8kg (always in consultation with your order manager);
- The name of the printed material must be visible.



Specifications for handover

To ensure your printed material is delivered on time, it is important it meets the specifications listed here. Please first contact the order managers of the PostNL Door-to-Door Support department before handing over a consignment.

Handover

You should hand over your printed material at the pre-arranged time and place, accompanied by the order form and any labels PostNL has provided. Please read the instructions below.

Transport units

- You can hand over your brochures on pallets (not possible at local handover locations), in roll containers or in mail bags. Our Door-to-Door support team will be happy to discuss how to order mail bags and/or roll containers;
- Maximum weight per mail bag: 20kg;
- Roll containers:
 - minimum load: 100kg;
 - maximum load: 325kg (390kg including roll container).

Pallet specifications

- Europallet size 80 x 120cm (no deposit);
- Pallets of printed material must be stackable;
- Stacking height of pallet: 135cm (including pallet 150cm);
- Maximum weight per pallet: 650kg (excl. weight of pallet);
- The items must be stacked and bound (seal/lashing straps) in such a way that no material can fall off the pallets during transport.

Different editions, versions or imprints

The number of editions must always be agreed in advance with PostNL.

- There should be one imprint per pallet (or roller container or mail bag). If this is not possible for reasons of volume, the imprints must be clearly sorted and packed separated on the pallet;
- Note the brochure imprint(s) on the pallet card;
- On the first handover provide a list of pallet numbers and the specific editions;
- The leaflet or brochure must be visible on the top or underside of the bundle.

Labelling

- Pallets must be accompanied by a pallet card that includes the PostNL order number;
- PostNL will provide you with labels to be used for local handovers (PostNL handover locations):
- Bag labels for mail bags;
- Roll container labels;
- Pallet cards;
- If material is handed over at a central location, you may use your own labels in consultation with the PostNL order manager. The following information must be printed on these labels:
 - name of client;
 - name of sender (printer);
 - name of the brochure;
 - order number and, where applicable, the PostNL edition number and the week number for distribution (NB: the week number is not always the same as the brochure issue number);

- number of bundles and number of brochures per bundle;
- total number of items per mail bag, roll container or pallet;
- transport unit number, e.g. pallet 1/3 is pallet number one of three;
- if several imprints are being sent on a roll container or pallet, this must be noted on the labels.

Consignment note

(The consignment note complies with the CMR conditions in the case of pallet or roll container transport and central handover).

The consignment note includes the following information:

- Client and sender;
- Order number(s);
- Total number of transport units;
- Name(s) of the printed material;
- Number of bundles per transport unit;
- Total number of items;
- Number of items per bundle.

Different orders and brochure names must be stated separately on the consignment note.

Incorrect handover

If your printed material does not meet our handover specifications this may affect the quality of distribution and result in additional costs. Consequences include:

- Extra transport or bundling costs;
- Extra distribution costs; a different distribution date can be selected in consultation;
- Storage costs;
- No longer a guarantee that delivery can be made on the agreed date.

Handover for several distribution weeks

If your printed material needs to be distributed in different weeks, please make sure you hand over the relevant edition for each distribution week.

If there is more than one customer/tenderer/conveyor, the same arrangements apply to each of them.

Central handover location:
DOOR-TO-DOOR SORTING CENTRE
Rutherfordweg 102, 3542 CG UTRECHT

Tendering times

	mo	tu	wed	th	fri	sa	su	mo	tu	wed	th	fri	sa
Standard distribution	●	●	●	<12u					●				●
Fixed day: Tuesday	●	●	●	<12u					●				
Fixed day: Saturday			●	●	●	<12u							●
Specials/government	●	●	●	<12u						●			

- Final local handover (Business counter or letter sorting centre)
- Final central handover (D-to-D sorting centre, Rutherfordweg 102, Utrecht)
- Delivery