

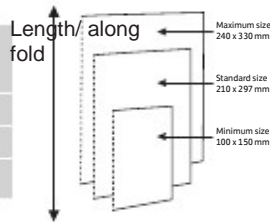
# Your printed matter specifications

If your printed matter has a special shape, an irregular weight or irregular dimensions, contact PostNL at +31 (0)88 868 68 68. Our colleagues at door-to-door support are available to find an appropriate solution for your chosen distribution.

In order for us to be able to process your brochure, your printed matter should have the following specifications:

## Dimensions:

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



## Points of attention for dimensions:

- The length is measured on the fold or bound edge of the brochure. (The closed side of the printed matter);
- The specifications for the thickness depend on the size of the printed matter. If the minimum measurement is used, then the maximum thickness is 4 mm.

## Paper specifications:

Type of paper	1 sheet g/m <sup>2</sup>	2 sheets g/m <sup>2</sup>	4 sheets g/m <sup>2</sup>
Minimum weight standard paper			
Minimum weight machine coated	80	57	47
	90	57	47

- Paper: maximum 300 gram per square metre and 100 gram per brochure;
- The printed matter has at least one straight side;
- Folded printed matter with more than one page has at least one completely closed (back) side;
- The printing ink must not transfer to other materials;
- The quality of the printed matter and presentation for delivery are determining for the quality of the processing.

The suitability of irregular formats and weights are determined per case. Presenting printed matter of irregular dimensions or a combination of such variations for delivery is only possible after consulting with the PostNL order supervisor.

## Limited and conditional machine-processable printed matter variants:

packaged in foil and sticker sheets;

- All forms that deviate from rectangular;
- Paper bags;
- Brochures with front or back side double folded (fig. 1);

figure 1 • Products



- Brochures (partially) with one or more perforations;
- Ex-cart/outsert: outer flap smaller than the brochure (fig. 2).

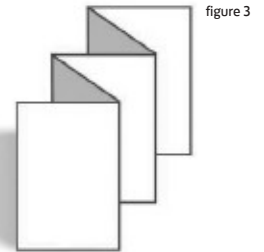


We would be happy to test whether we can machine process your printed matter.

Provide at least 100 sample copies of the printed material no later than three weeks prior to the week in which the material is to be distributed.

## Not machine-processable:

- Plastic and paper bags;
- Products folded in a zigzag (fig. 3);
- Completely stamped forms.



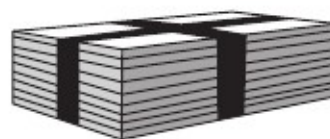
## Printed matter

- Door-to-door printed matter may not have a PostNL port paid logo;
- Not too tightly bundled (to prevent tearing the brochures);
- No crooked or incorrectly cut printed matter;
- No curled up backs;
- Printed matter squarely and neatly stacked on the pallets or in wheelie bins.

## Printed matter bundles

- The printed matter bundles are the same size/have the same content;
- The bundles are tied crosswise (fig. 4) with Strapex or twine; Wrappers or rubber bands are not permitted;
- Maximum weight of 8 kg per bundle;
- No offset for up to 300 pieces per bundle. For a bundle content of more than 300 pieces keep to a maximum of 2 runs (for example: bundle content of 500 pieces (2 x 250)). More runs per bundle could entail additional costs. These costs will be completely at your expense;
- For a bundle content of up to 100 pieces, round up the bundling to a multiple of 10;
- For delivery in boxes bundling as described under point 2 is not necessary. The maximum weight per box is 8 kg (always in consultation with your order supervisor at PostNL);
- Display the description of the printed matter visibly.

figure 4



# Specifications for presentation for delivery

For your printed matter to be delivered on time, it is important to take the following specifications into consideration. Presenting for delivery from the party exclusively in consultation with one of our PostNL door-to-door support order supervisors via +31 (0)88 868 68 68.

## Presentation for delivery

Your printed matter has the labels that PostNL has delivered, if applicable, and is to be presented as follows for delivery at the place and time agreed upon in advance:

## Transport units

- Present your printed matter on euro pallets or on wheelie bins. Wheelie bins can be ordered via [www.postnl.nl](http://www.postnl.nl);
- Mobile waste bins: maximum weight is 325 kg (390 kg including the waste bin).

## Pallet specifications for central delivery of euro pallets (full for empty)

- Euro pallet (80 x 120 cm, deposit);
- You receive empty euro pallets in return when you present them for delivery;
- Pallets with printed matter must be stackable;
- Pallet load height: max. 135 cm (incl. pallet 150 cm);
- Maximum weight per pallet 800 kg (excl. pallet weight);
- Stack and tie the bundles on the pallet in such a way that no materials can fall off the pallets during transport (seal/bungee cord);
- Pallets must have pallet card with PostNL order number on it.

## Brochure issues

Issue means: weight, format and layout of the brochures are all the same. For example, difference based on run for store/business address or catchment area. Always coordinate the number of issues with the PostNL order supervisor.

- One issue can be packed per pallet (wheelie bin);
- Make a note of the brochure issues on the pallet card;
- A summary for the first delivery with pallet number and issues in question;
- The brochure is visible on the top and bottom of the bundle (e.g. the name of the enterprise, a code, etc.).

## Labelling

- You receive from PostNL an Order Accompaniment Form (OAF). Use these on the front of your pallet or wheelie bin for identification purposes;
- In the case of central presentation for delivery, you can prepare the labels yourself, in consultation with the PostNL order supervisor. Note the following data on the labels:
  - Name of client (customer);
  - Name of the shipper (printer);
  - Name of the brochure;
  - Order number and if applicable issue number from PostNL, distribution week number (N.B.: week number is not always the same as the brochure's circulation number);
  - Number of bundles and number of brochures per bundle;
  - Total number of brochures per wheelie bin or pallet;
  - Transport unit number, for example pallet 1/3 is pallet number one of three.

## CMR delivery note

Attach a CMR delivery note for your delivery on pallet or wheelie bin with the following data noted on it:

- Client and shipper;
- Order number(s);
- Total number of transport units;
- Description(s) of the printed matter;
- Number of bundles per transport unit;
- Total number of pieces;
- Number of pieces per bundle.

Note different orders and brochure descriptions separately on the delivery note.

## Incorrect presentation for delivery

If your printed matter does not meet our presentation for delivery specifications, there can be consequences on the quality of your distribution and there may be extra costs. These costs will be billed to you by PostNL. Examples include:

- Extra transport costs or bundle costs;
- Extra distribution costs. A different distribution time can be arranged in mutual consultation;
- Storage costs;
- Delivery on the agreed on delivery date cannot be guaranteed.

## Delivery for more than one distribution week

Would you like your printed matter distributed in several weeks? Then present the necessary print run per distribution week.

If there is more than one distributor/deliverer/carrier involved, the same agreements apply for each one.

Present-for-delivery location in the case of central presentation:  
House-to-house Central Sorting  
Rutherfordweg 102, 3542 CG UTRECHT

## Standard supply and delivery schedule

	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
Standard distribution			Before noon	Before noon									15:30
Specials/ Government			Before noon	Before noon								15:30	
	Latest time to report						Day of distribution						
	Latest time to report Utrecht												

## Points to consider

- We will save all your printed material for a maximum of three business days prior to the supply date at no charge. Should you submit your printed material earlier than these three days, we will charge you storage costs.
- For supply specifications during the holidays, we refer you to our holiday regulations. You can find these on our website [www.postnl.nl/huisaanhuis](http://www.postnl.nl/huisaanhuis) under downloads.
- The delivery agreements for Standard distribution on Thursdays may be different to the standard delivery agreements. Your contact person at PostNL will discuss and agree this with you.