

TexasMonthly

Perfect Binding Specifications



(Revised July 2006)

Facts and General Information

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Process is perfect bound with hot melt adhesive.

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Magazine jogs to the foot.

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0 Bind-in cards are fed through a pocket.

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Samples of all gimmick inserts must be approved by
Roy Leamon, Production Director,
TEXAS MONTHLY, prior to binding.

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See attachments for specifications of signatures,
paste & perf. inserts, bind-in cards, and blow-in cards.

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Mailing tables are Magnacraft or Machtronic with single
wide-label heads providing computer controlled label sort.
Label position is East/West for machine #284 and
North/South for machines #282 and #286.

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Mailing lines are equipped with Oval or Signode strappers,
Rimà RS-10 stackers and Arpac shrink wrap.

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Slowdown penalties are applied for gatefold covers
and certain gimmick inserts.

Approval Procedure

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Advertiser request specs for unit from TEXAS
MONTHLY if below specs are not sufficient

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If advertiser is placing a multi-page insert, all
materials must strictly adhere to ASME guidelines.
(Please see www.magazine.org/editorial/guidelines/)

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Advertiser or advertiser's printer submits blueline or
mock-up and stock sample to:

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Roy Leamon, Production Director
TEXAS MONTHLY Magazine
701 Brazos Street
Suite 1600
Austin, TX 78701
512-320-6990

Furnished Inserts

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Quad/Graphics Job Number

Every shipment should have a **JOB NUMBER** on the **Bill of Lading**. These job numbers will apply to the specific month the piece is slated to run. If you are supplying several months worth of inserts please either show the job number(s) by month and/or indicate on the bill of lading that the piece(s) are being supplied for multiple months insertion. Contact Roy Leamon for the job number(s) for the months your insert is running.

Packing

Bind-in cards, booklets, inserts, and gatefolds shall be brick stacked on skids or pallets using 5" or 6" lifts. All unit lifts shall face one way. Alternating layers or intermixing within lifts is not acceptable. Skids or pallets are to be wrapped and banded securely for shipment, or shrink wrapped securely.

A packing slip must also accompany each shipment, describing the entire shipment (all loads covered on the bill of lading) by load including:

- a. Purchaser name
- b. Purchase order number
- c. Description of each load
 - 1) Item(s) number
 - 2) Package count (bundles, cartons)
 - 3) Unit Count (sheets, inserts, pieces)

Skids

Maximum load size: 40" wide, 48" long, 50" high. Runners 2" x 8" parallel to length of skid. Runners shall be insert, but allow 27-1/2" for fork entry.

Pallets

Same as maximum size of skids. Fork entry shall be at least 11" wide. Entry shall be into width of the pallet. Clearance for forks shall be at least 3-3/4" between stringers and deck boards.

Cartons

Cartons shall be used when the nature of card, booklet, or insert does not permit brick stackings, or when additional protection of the furnished material is deemed necessary. Cartons are to be placed on skids (maximum size shown above). Maximum carton size: 15" wide, 24" long, 10" deep.

Scheduled Delivery Appointments

All deliveries **MUST** have a scheduled appointment at least 24 hours in advance with Quad/Graphics's Inventory Department. Carriers without appointments will be delayed until the receiving schedule permits an unscheduled delivery. You must tell the printers you use to **INSTRUCT THEIR FREIGHT CARRIERS** to call the inventory department at (414) 566-2100 to schedule their delivery. The hours are 8:00 a.m.-8:00 p.m. and an appointment is required.

Identification

Each skid shall be clearly marked with the following identification:

- a. Publications
- b. Date of Issue in which insert is to be used
- c. Skid Count (key number and quantity in each carton, if cartons are used)
- *d. Gross Load Weight
- *e. Load Tare
- *f. Net Load Weight
- g. Affix sample of contents to four sides of skids for identification.
- h. All inserts should have different keys and different keys should be packed separately.
No two keys on the same skid or in the same box.

*Important: Provide these weights so quantity can be verified.

Standard labeling as follows:

Quad/Graphics - Sussex
Attn: Insert Receiving
N63 W23075 Main Street
Sussex, WI 53089-2827
(414) 566-2100

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Envelope containing samples should be affixed to outside of container, so the Printer does not have to disturb the packing for future handling.

Deviation from the above specifications may cause extra handling which will result in extra charges.

All material shall be packed on non-returnable skids or pallets.

Quad Graphics will not accept responsibility for counts of furnished materials unless the specifications listed above are followed.

Other Provisions

Quad Graphics is allowed to promptly destroy all remaining quantities of furnished inserts upon confirmation that an adequate delivery of the print order has been made. The Publisher reserves the right to temporarily store remaining quantities of a particular furnished insert.

Quad Graphics reserves the right to apply a storage charge for any furnished inserts which are received more than 30 days prior to the scheduled start of binding.

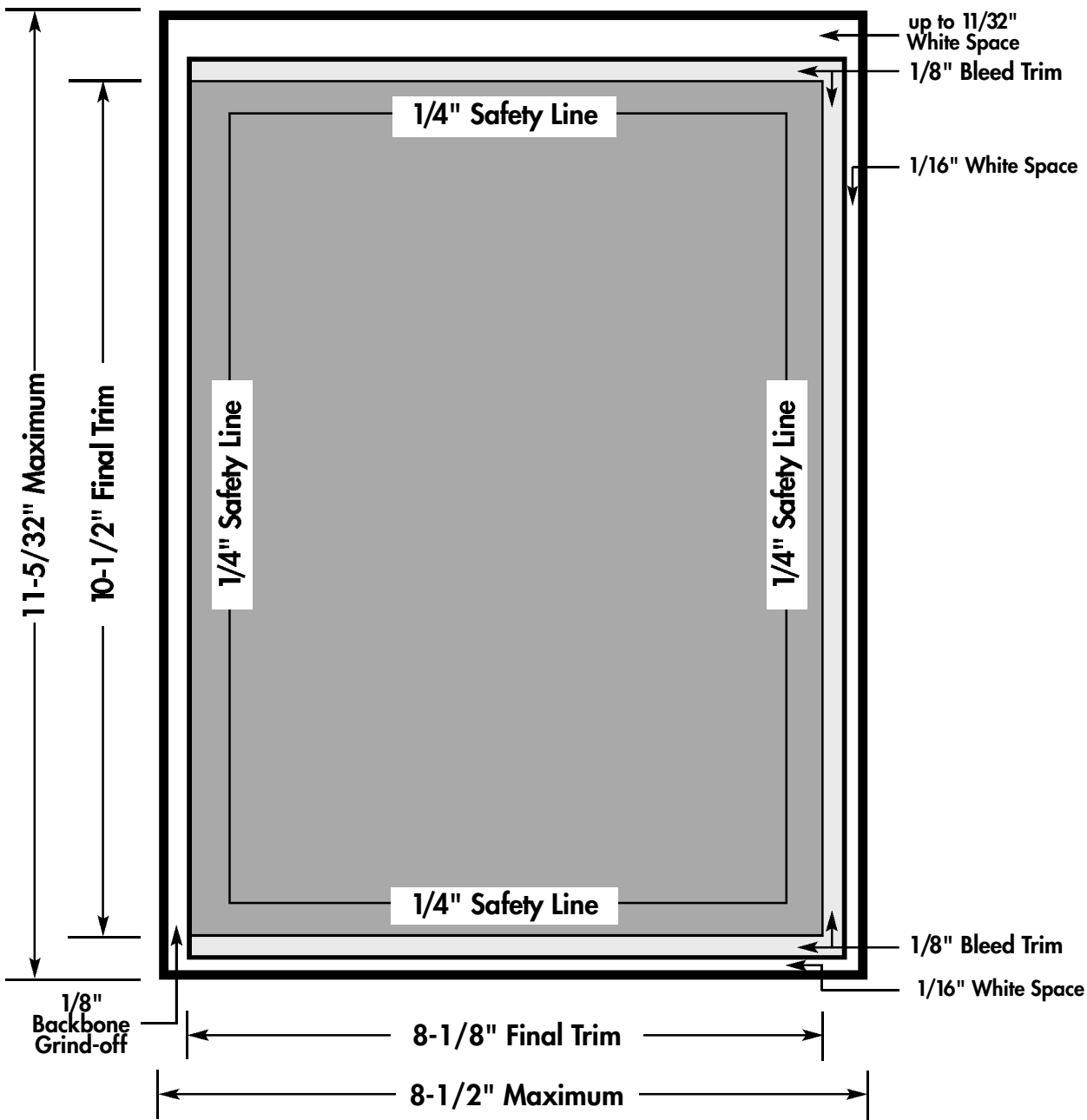
The Publisher agrees to instruct all suppliers of furnished inserts to follow the Packing and Shipping Instructions as outlined above.

Freight

All prices are F.O.B. Sussex, WI.

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Signature Specifications



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Card Specifications

✧

Perforations must be 25% perf. maximum / 75% paper.

✧

Minimum basis weight is 70# or 7pt.

✧

Porosity must not exceed 100cc in 25 seconds on the Gurley scale.

✧

Critical image area should be 3/16" from final trim.

✧

Postal regulations allowed card sizes (min & max)

Minimum: 5"W x 3-1/2"D — Maximum: 6-1/8"W x 11-1/2"D.

✧

PLEASE NOTE POSTAL REGULATIONS FOR RETURN CARDS:

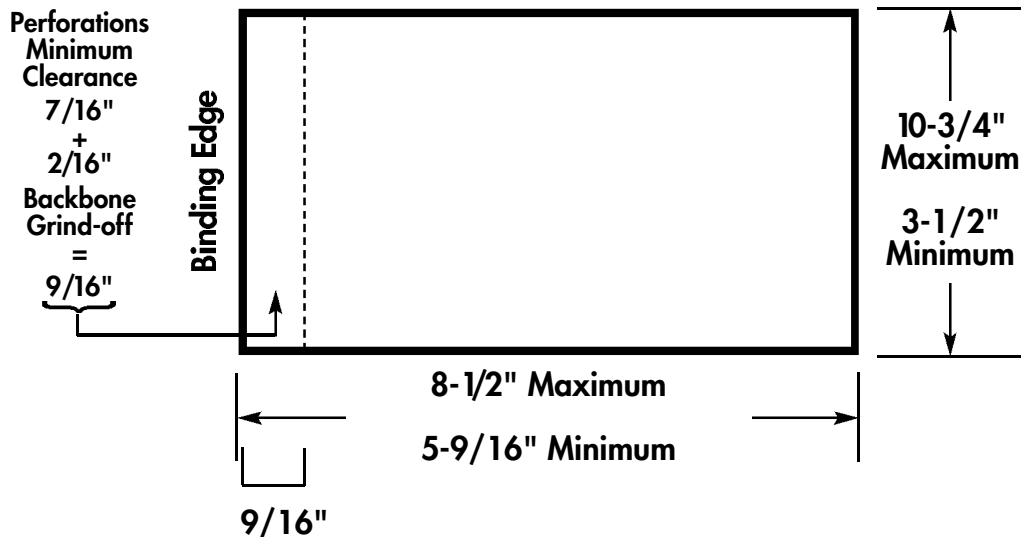
5"W x 3-1/2"D minimum and 6"W x 4-1/4"D maximum after final trim.

✧

Backbone grind-off is 1/8".

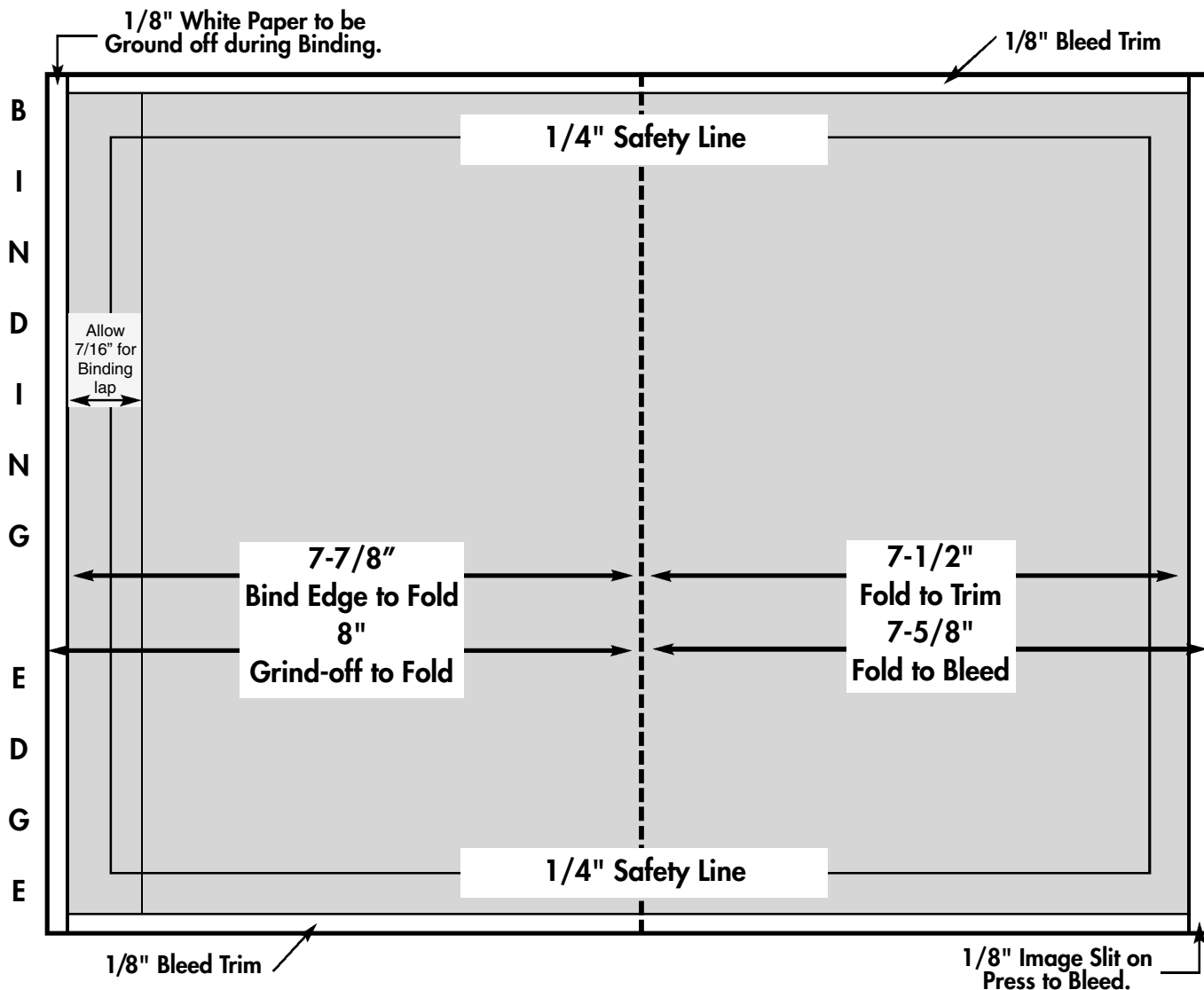
✧

Up to 1/8" will be trimmed from foot (guide edge).



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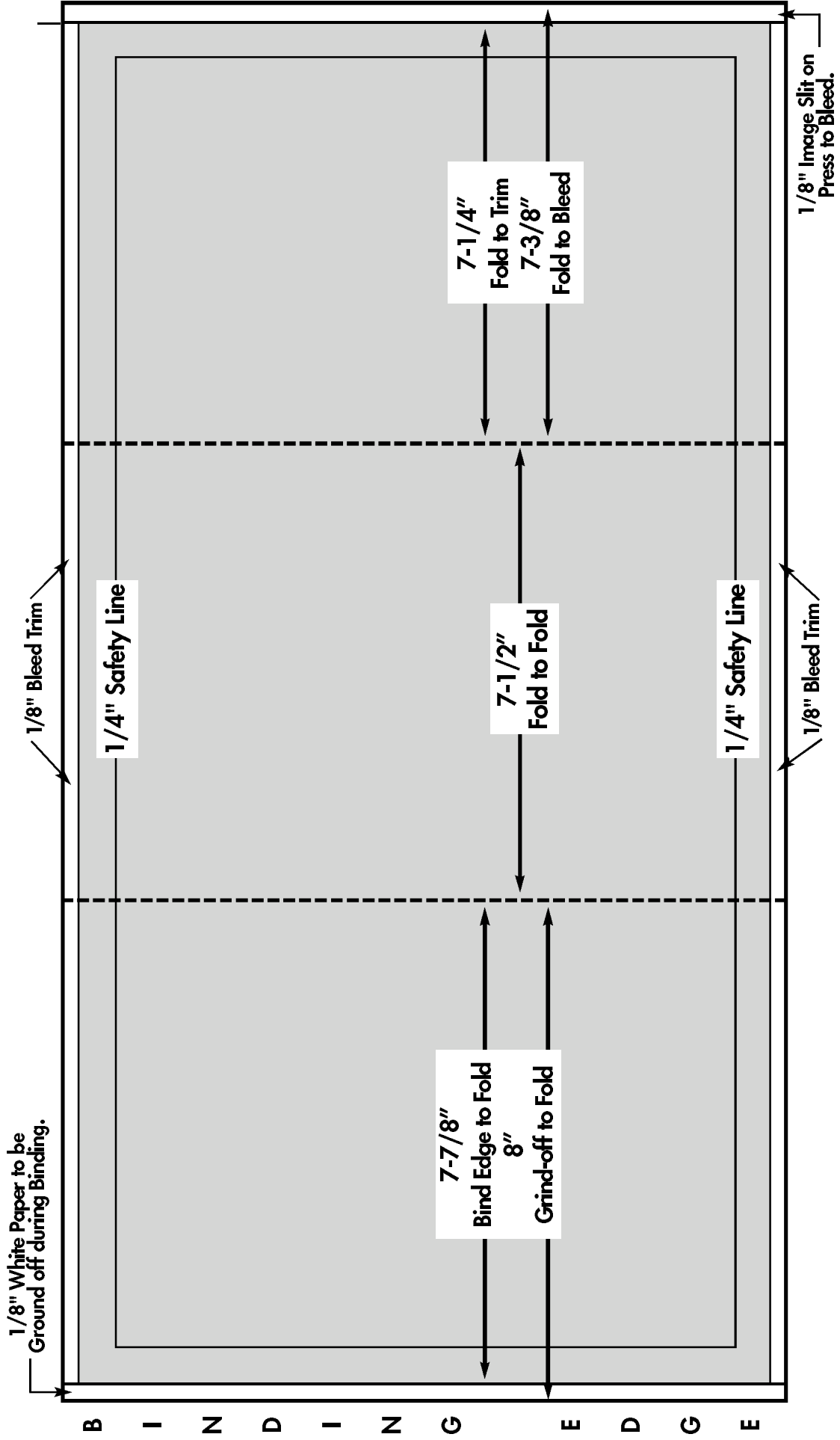
Four-Page Gatefold



Bleed Depth on all pages is 10-3/4". Trimmed Depth is 10-1/2".

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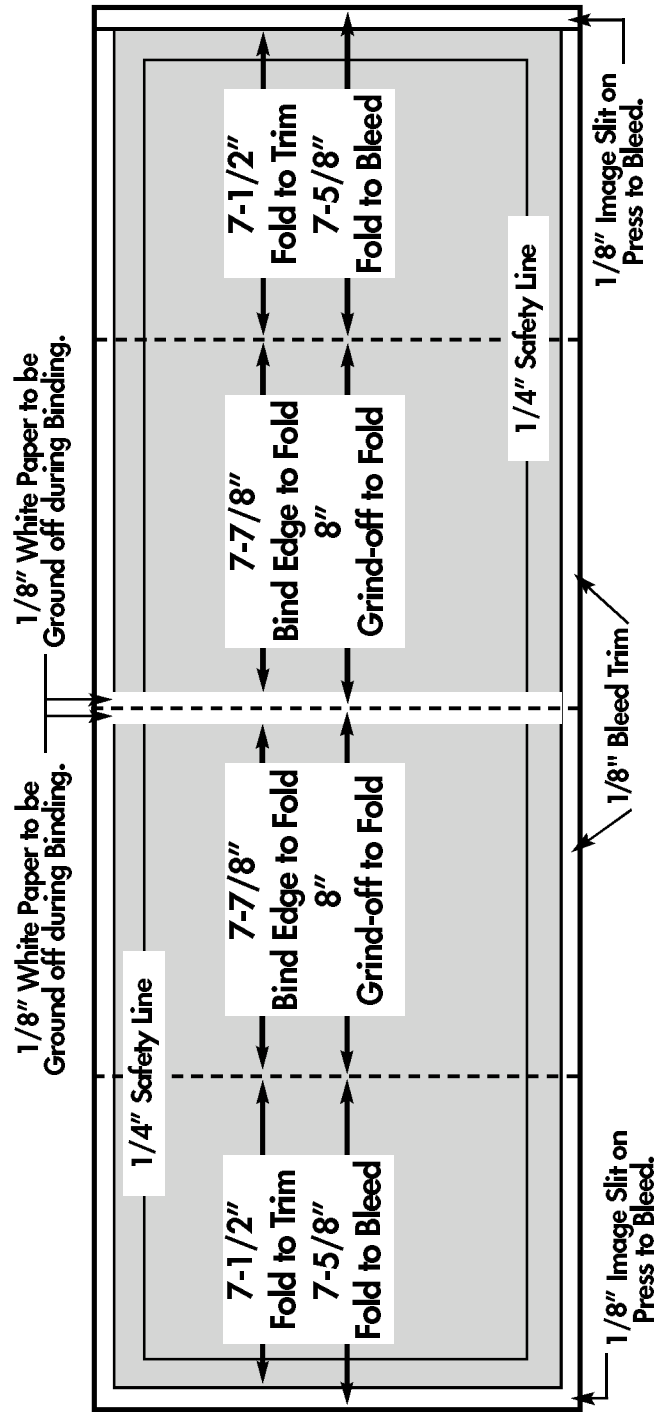
Six-Page Gatefold



Bleed Depth on all pages is 10-3/4". Trimmed Depth is 10-1/2".

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Eight-Page Double Gatefold



Bleed Depth on all pages is 10-3/4". Trimmed Depth is 10-1/2".

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Paste & Perf Specifications

