



SUPPLIED INSERTS SPECIFICATIONS AND SHIPPING REQUIREMENTS

Updated October 2017 ● ● ● ● ● ● ●

Please forward these requirements to the printer sending the inserts.

Receiving Hours

Schmidt is staffed to receive shipments 7 am - 5 pm Monday through Friday. To schedule your delivery, please call (507) 775-7391.

Scheduling

- Delivery by appointment only.
- Inserts without an appointment will be received if spot drop is available and charged a \$300.00 handling fee.
- Inserts may arrive a maximum of 30 calendar days (min. 12 days) before art due date. Inserts arriving before specified time will be charged a \$25.00 per skid handling fee per month.
- Remaining inserts will be discarded 14 days after mailing unless written instructions to inventory inserts are sent to your Schmidt CSR prior to receiving the inserts. Additional charges will apply for inventorying inserts.

Insert Specifications

- Product must be neatly and uniformly jogged and packaged to enable consistent machine insertion.
- Inserts should be the size of the pack. Inserts under/over-sized require approval and pricing.
- The paper basis weight of the insert must be at least 50#. Inserts printed on paper under 50# requires approval and pricing.
- Under/over-sized inserts, under weight inserts and folded inserts require prior approval from your Schmidt Sales representative to check for run-ability, approval and pricing. Submit a minimum of 4-6 weeks prior to art due date.
- An overrun percentage is required, based on circulation, to cover the printer's variance and packaging spoilage. In addition, if Schmidt is to fold the insert, please include another two percent (2%) for folding spoilage. See grid above.

Schmidt Handling Fees	
Description	Penalty/Fee
No Appointment	\$300 (If drop spot is available)
Damaged Product	Notify Customer
Cartons over 40 lbs.	\$25/Ctn. (\$40 min)
Cartons not skidded (must be skidded if 4+ cartons are sent)	\$25/Ctn. (\$40 min)
Cartons not/incorrectly labeled	\$25/Ctn. (\$40 min)
Materials not facing same direction	\$25/Ctn. (\$40 min)
Missing packing slip and/or the following info will result in fee: - Publisher's Name - Pack/Magazine/Issue Name - Issue Date or Tagline - Insert Name - Insert Code or Unique Identifier - Skid Number - Number of Inserts Per Skid - Total Quantity of Shipment	\$150
Product poorly jogged, curled, loose, or otherwise damaged (Paper banding acceptable)	Slowdown charges may apply
If product arrives soldier stacking	Slow down charges may occur and/or damaged product-new product request
Received Product early (30+ days)	\$25/Skid per Mo.
Samples not attached to cartons	Notify Customer
Skid height exceeds 48"	\$25/Ctn. (\$40 min)
Skid weight exceeds 2,000 lbs.	\$25/Ctn. (\$40 min)
Skid not/incorrectly labeled	\$25/Ctn. (\$40 min)
Inadequate or no spoilage	Notify Customer

Circulation	Spoilage Required
1 - 50,000	10.0%
50,001 - 100,000	7.0%
100,001 - 200,000	5.0%
200,001 +	3.0%
1,000,000 +	2.5%

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Shipping Specifications

- Schmidt will not accept responsibility or liability for shortages based solely on shipper's or printer's stated quantities. All counts and conditions of inserts are subject to verification upon unpacking.
- All inserts must be shipped "PREPAID". Schmidt will not accept "COLLECT" shipments.
- Deviation from these specifications will result in additional handling charges.

Shipping Instructions

Each shipment must include a:

- Packing Slip (refer to Schmidt packing slip template)
- Bill of Lading

The Packing Slip and Bill of Lading must contain the following information:

- Schmidt
Attn: Schmidt "CSR's name"
1101 Frontage Road NW
Byron, MN 55920
- Number of skids & empty skid weight
- Number of cartons & empty carton weight
- For each code or unique identifier:
insert name, publisher's name,
pack name/issue date, quantity
- Number of inserts in carton
- Number of inserts per skid
- Printer's mix must be identified
- Total quantity of the shipment

Skid Packaging Instructions

Include the following information on every skid (i.e. pallet placard):

- Schmidt's name
- Insert code or unique identifier
- Publisher's name / card pack name /
issue date or tagline
- Number of inserts on skid
- Insert name
- Skid number (i.e., #2 of 10)



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The maximum height of each skid should be no more than 48" from the floor to the top of the skid.
The weight of each skid should not exceed 2,000 lbs.

Packaging Cartons

Include the following information on every carton:

- Schmidt's name
- Publisher's name / card pack name / issue or tagline date
- Insert name
- Insert code or unique identifier
- Number of inserts per carton
- Carton number (i.e., #2 of 10)

Carton Label Example:

Schmidt Printing, Inc.
ABC Publisher
ABC Summer '12 Card Pack
June 2012 Issue
XYZ Insert
Code = 12345678
Carton Qty = 8,000
Carton Number = 2 of 10

- All cartons must be skidded unless the complete shipment is four cartons or less. If skidded, please follow the instructions noted for skid packed materials.
- A sample must be attached to the outside of each carton.
- The maximum weight of each carton is 40 pounds.
- All cartons must be uniform in size.
- All materials must face the same direction.
- All cartons must be solidly packed to prevent shifting, curling or collating of the inserts because the inserts need to be flat when loaded into the inserting equipment.
- Folded/multi-panel inserts must be banded using a paper substrate or additional slowdown charges may be incurred.
- Codes must not be mixed within a skid and must be marked clearly. The packing slip must identify the quantities and codes for each, unless it's a printer's mix.
- Printer's mix must be clearly identified on packing slip.

