

## PACKING AND BUNDLING INSTRUCTIONS FOR PRINTING HOUSES

Suomen Suoramainonta Oy (SSM)

Mode of action	SSM together with the printing house always goes through the items below before printing house can proceed the actual printing job. These items are to be obeyed case sensitively, unless agreed otherwise.
Size/print samples	Leaflet is always to be folded into A-4 post size regardless of the number of pages. The size of the folded leaflet is minimum 90*130 mm and maximum 320*230 mm. Printing house mails three (3) print samples of the leaflet to SSM in a return envelope SSM has delivered to the printing house.
Bundle	Leaflets are to be bundled into exactly equal size (50, 100 or 200 pieces) bundles, bundle quantity as well as the weight (in grams) of the single leaflet are to be notified to the contact person of SSM before instructions for printing and transportation.  Bundles are to be in equal folds, for example bundle of 100 pieces into four (4) folds of 25 pieces in order to achieve even bundle for the packing, handling, transportation and loading. Bundle size is to be proportioned to the number of pages and paper weight ( $g/m^2$ ), so that the bundle size or weight does not interfere handling, max bundle weight is 7 kg.
Binding of bundle	Bundles are to be bound tight with cross-strapped with plastic band. Bundles must stand for Post's handling instructions, sorting, transportation to the distribution companies including loading and unloading and transportation to the deliverers.
Version separation (name/logo)	Version or logo must be easily recognisable from the bundle. If version or logo is not clearly visible on the bundle, a version or logo print sheet (separate A5 sheet) must be added on top of each bundle. Bundles must be separately stacked on pallets on the basis of product version or logo or distribution location. Pallets must never contain more than one version or logo. Above mentioned is especially important when material of several versions or logos are to be transported to the same distribution location. Additionally, must be notified that pallet must never contain material for more than one distribution date unless agreed otherwise.
Packing for transportation	Bundles must be separately stacked on pallets or in roller cages on the basis of each distribution location or specific product version. Additionally, they must be clearly marked with details of the recipient's address, the name and relevant identification code of the product or version, and the quantity (SSM printouts). Pallet destination sheets must be attached to a pallet in a way that they are not dislocated during transportation, loading, unloading and stocking.
Post's bundles	Post's bundles are to be labelled with a separate print sheets delivered by SSM and to be dispatched or given to be collected to Post's distribution according to the schedule and instructions given by SSM. Additionally, the dispatch schedule must be noticed, that is three days before the first distribution day at the latest. SSM delivers all necessary prints, lists and forms to the Printing house.
Pallets	Pallets, loading capacity of 800 kg at minimum, must be bound and packed to withstand the rigors of handling and transportation to the various distributors. Pallets must also withstand the rigors of unloading, stocking and logistics inside the storage facilities of the distribution company. Pallet bases are not returned, unless agreed otherwise according to the common terms of transportation. Pallet base must be either EUR-or FIN-Pallet.
Pallet packing (Metal band/plastic foil)	Bundles are to be stacked evenly on pallets and bound with metal band using the pallet cover or, if the material weight allows it, wrapped with plastic foil. Unless the version or logo is clearly noticeable without unloading the pallet, there must be a sample of the material placed on top of the pallet.
Post's roller cages	Post's roller cages or cages are used for packing and transportation of Post's distribution bundles. Applies only when printing is carried out in Finland.
Schedule	All material is to be packed according to the schedule and dispatch location list given by SSM. If the Printing house fails to do so, it is obligated to inform the contact person of SSM immediately.
Other	Deviations of these instructions, agreed exceptions and additions are always to be negotiated between SSM and Printing house in order to assure a clear and reliable way to ensure delivery of the material into the distribution.

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