



Quad[®]

DELIVERY RULES – INSERTS AND SPECIALS



02.2024

Delivery rules – Inserts and specials

1. Each delivery to Quad Graphics Europe warehouse in hall no.2 must be notified.

2. The warehouse is opened 24/7, excluding official holidays.

3. The delivery notification should be sent between 8.00 a.m. – 4.00 p.m., from Monday till Friday to your Customer Service Representative. The delivery notification is available **on page 3.**

The delivery notification should contain following info: **Insert name, title** and **issue of the magazine** in which the insert is dedicated, **date/hour of delivery to QG, number of pallets.**

4. In the revert email, unloading number with exact date and hour of delivery will be sent.

5. Due to the fact that identification of shipment is tracked by unloading number, the driver is obliged to provide the right number at the front gate.

6. The warehouse has an hour to unload the pallets, sign documents and check the compliance of the goods.

7. In case of damages or incomplete data concerning the type and quantity of goods delivered to Quad Graphics Europe, unloading time will be pro-longed until the required data is obtained.

8. Delayed or unnotified deliveries will be unload in the first possible time slot.

Quad

Metryka Insertu

Insert Card Meldeschein

Numer awizacji
Booking Reference no
Avis-Nummer

WYPEŁNIA QG
FILLS QG
VON QG AUSZUFULLEN

Dane obowiązkowe / Obligatory details / Pflichtdaten *

Nazwa insertu / Insert Name / Beilagenname *

PEFC / FSC Cert. *

Tytuł / Title / Titel *

Nr/Edycja / Issue / Ausgabe *

Data dostarczenia insertu do drukarni * Date
of Delivery to the Printing House* Anlieferungstermin
der Beilage *

DD/MM/YY

Godz. dostarczenia Hour
of delivery Anlieferungszeit

Ilość Palet*
number of Pallets*
Palettenanzahl*

Total

Ilość Sztuk *
Total number of pcs*
Exemplare *

Dane nieobowiązkowe / Additional details / Zusätzliche Angaben **

Format broszury (w mm) **
Insert Dimensions (mm) **
Das Format (in mm) **

X

Ilość stron **
Number of pages **
Seitenzahl**

Ciężar 1 szt.(w gramach) **
One piece weight (grams) **
Gewicht 1 Stck. (in Gramm) **

Das

Informacje dodatkowe **
Additional Information**
Zusätzliche Informationen**

Dane zleceniodawcy ** The Customer Data ** Auftragsgeber **

Technolog ** The Customer Service Representative ** Der Technologe **

