

# The Phone Book

## from BT Exchanges

### Loose Onserts – Technical Specification

Compact Format of The Phone Book (Height: 297mm x Width: 172mm)

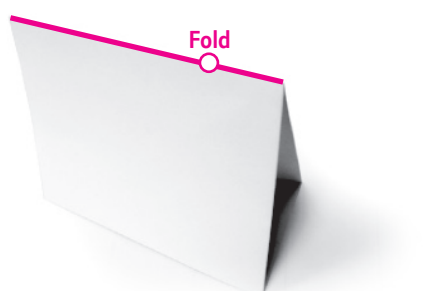
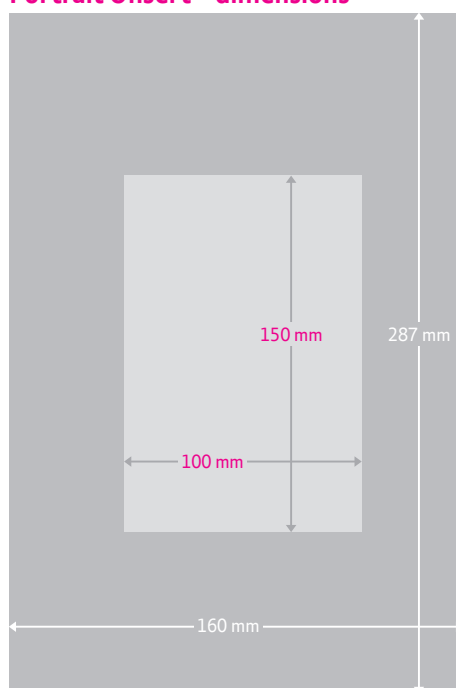
- Limited to 5 per Phone Book
- Any size within specification (see table below)
- Over 5 within a Phone Book must be coordinated with BT Production



	Minimum	Maximum
Height (folded edge)	150 mm	287 mm
Width	100 mm	160 mm
Paper Weight (2pp*)	135 gsm	220 gsm
Paper Weight (4pp*+)	80 gsm	150 gsm

Maximum Thickness = 3mm

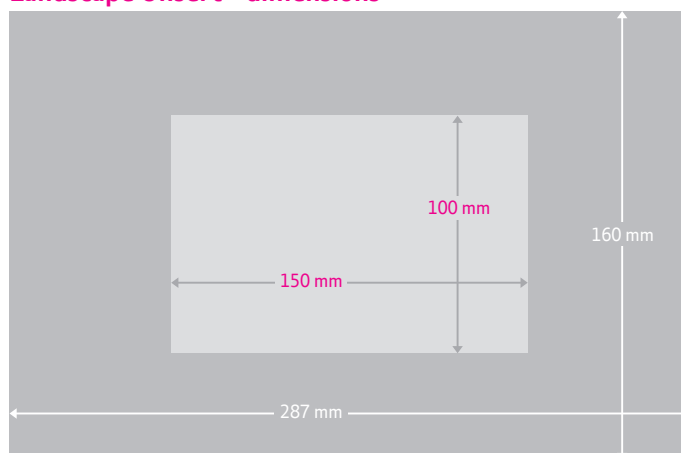
Portrait Onsert – dimensions



	Minimum	Maximum
Height	100 mm	160 mm
Width (folded edge)	150 mm	287 mm
Paper Weight (2pp*)	135 gsm	220 gsm
Paper Weight (4pp*+)	80 gsm	150 gsm

Maximum Thickness = 3mm

Landscape Onsert – dimensions



#### Loose Onserts requiring confirmation with BT production

- Any Perfect Bound Loose Onsert
- Any Loose Onsert outside the above spec  
e.g.: alternative paper weights, non-standard shape, material or folding
- Samples will be required for machine testing for Loose Onserts outside the above spec

# The Phone Book

## from BT Exchanges

### Loose Onserts – Delivery Specification

#### General

---

- Loose Onserts quantities and dates will be supplied by TRT Media Sales
- All Loose Onserts **must** be supplied in closed cartons and labelled clearly
- All cartons **must** be stacked and strapped securely on 800mm x 1200mm 4-way entry pallets
- Cartons **must** be stacked and strapped securely for safe onward transport to Spain
- All loose onserts **must** lie flat in the cartons and face the same direction

#### Identification

---

- Each **carton** to be labelled with:
  - Company Name
  - Product/Brand Name on Loose Onserts
  - Quantity in carton
  - Phone Book name (e.g.: Nottingham)
- Each **pallet** to be labelled with
  - Loose Onserts Name (Product/Brand Name as featured on Loose Onserts)
  - Number of cartons on pallet
  - Phone Book name (e.g.: Nottingham)

#### Only Loose Onserts for a single Phone Book per pallet, no mixed cartons

- Delivery note to include the following:
  - Loose Onserts Printers Name
  - Company Name
  - Loose Onserts Name (Product/Brand Name as featured on Loose Onserts)
  - Phone Book name (e.g.: Nottingham)
  - Total Inserts
  - Total Cartons
  - Total Pallets
  - Customer Contact Name, Telephone Number and E-mail Address

#### Delivery

---

Please contact Hemisphere Freight Services Ltd to obtain a booking reference and arrange a pre booked delivery date and time

Hemisphere Freight Services Ltd  
Fagbury Road  
Felixstowe  
Suffolk  
IP11 4XQ  
Contacts: Helen Ferguson 01394 613403

- Book expected time of delivery by telephone **at least** 1 day in advance
- Deliveries will **not** be accepted without a booking reference
- Any Loose Onserts unused during Book production will be recycled