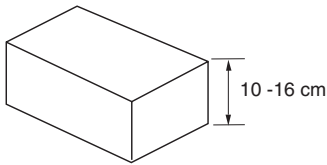


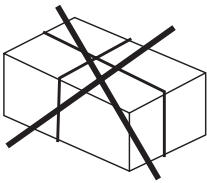
STACKING INSTRUCTIONS AND PALLET SPECIFICATIONS FOR DELIVERY OF PRODUCTS THAT ARE HANDLED BY RPR (1/2)

The material should be delivered per language and per edition on a separate pallet. Every supply of material should be accompanied by a note of dispatch containing at least the following information: the client's name, the advertiser's name, date and title of the edition and language, the subject and a reference to the corresponding order number. If there are different versions, a separate pallet should be delivered for each version.



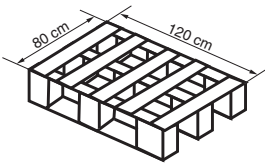
Packet height

- The packet must be at least 10 cm high.
- Make sure all packets are level in each pallet layer.
- Please avoid cross stacking as much as possible.



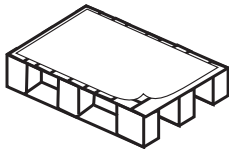
No wrapping

- Do not tie up the individual packets or wrap them in plastic film.
- A band around the packets can damage the brochures.



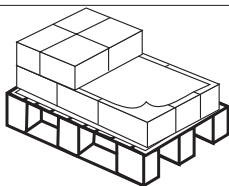
Use stable Euro-pallets

- Recommended pallet size: 120 cm by 80 cm.
- For easy handling, the pallets must be able to be handled on all four sides by a pallet transporter or fork-lift truck.



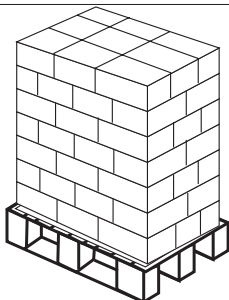
Protective sheet on pallets

- Lay a strong sheet of cardboard on each pallet to avoid the bottom layer to become dirty or damaged.
- A sheet of plastic should also be provided if the pallet is wet.



Protective sheet between pallet layers

- A sheet of cardboard should also be laid between pallet layers in order to improve stability during stacking.

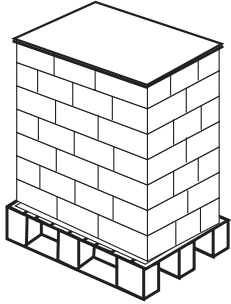


Straight stacking

- Stack the packets as closely as possible.
- The packets must not stick out along the sides of the pallet.
- The packets in each pallet layer must be level.
- Straight stacking reduces the risk of damage to the brochures.

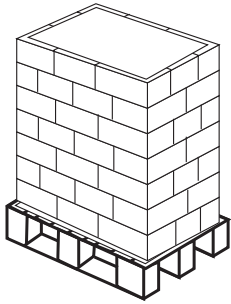
STACKING INSTRUCTIONS AND PALLET SPECIFICATIONS FOR DELIVERY OF PRODUCTS THAT ARE HANDLED BY RPR (2/2)

The material should be delivered per language and per edition on a separate pallet. Every supply of material should be accompanied by a note of dispatch containing at least the following information: the client's name, the advertiser's name, date and title of the edition and language, the subject and a reference to the corresponding order number. If there are different versions, a separate pallet should be delivered for each version.



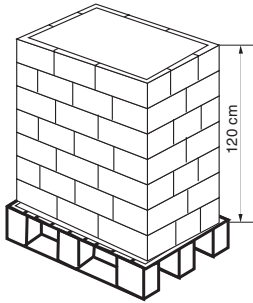
Covering on top of each pallet

- If the pallets are not stacked, the top of the pallet can simply be covered with a sheet of cardboard.
- If the pallets are stacked, the top should be covered with a wooden board.



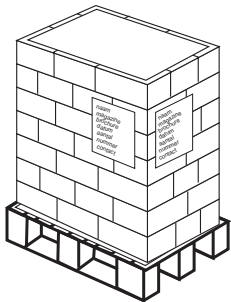
Pallet weight: max. 1,000 kg

- 1,000 kg is the maximum weight per pallet. Pallets weighing more than that cannot be handled by a pallet transporter.



Stacking height: max. 120 cm

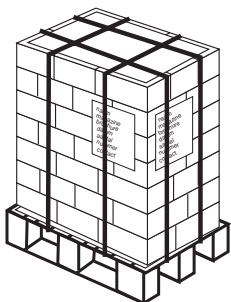
- If the stacking height exceeds 120 cm, manual unloading becomes difficult and the pallet becomes unstable.



Packing sheets

Please affix on two sides of each pallet a packing sheet with the following details:

- Name of the customer
- Name and language of the edition in question
- Name of the brochure
- Date of the insert
- Total number of brochures per packet
- Individual pallet number
- Pallet weight
- Name (contract), address and telephone number of the printer



Tie up the pallet or wrap it in plastic film

- We advise you to tie two bands in each direction so as to distribute the pressure and to ensure the stability of the stacking.