



## Inserting Specifications

<u>Product Sizes</u>	<u>Min.</u>	<u>Max.</u>
Jacket Width	11"	15"
Jacket Height	10"	11"
Insert Width	5"	15"
Insert Height	6"	11"

\*Insert width and height cannot exceed jacket dimensions. All jackets must have a minimum 5/8" high folio lap.

<u>Page Count</u>	<u>Min.</u>	<u>Max.</u>
<u>Jackets</u>		
Broadsheet	4 pages	96 pages
Tabloid	8 pages	120 pages
<u>Inserts</u>		
Broadsheet	4 pages	96 pages
Tabloid	4 pages	120 pages

### Thickness

1. Single sheets must have minimum thickness of .007" and minimum 60lb. stock.  
(Running stocks at either extreme may pose a problem!)
2. Inserts that are 5 x 6 must be card stock.
3. Tabloid – minimum thickness 27.7 lb. newsprint.
4. Broadsheet – minimum thickness 27.7 lb. newsprint.

\*Perfect bound and stapled inserts are acceptable. Staples, if used, must be on the fold and placed not more than 3 inches from the midpoint of the fold. Staples must not be used at the midpoint of the fold. (Any product of this nature should be discussed with Michigan Web Press prior to insertion.)

\*\*Inserts must either be a single sheet (with square edge) or have a folded edge in order to process thru machine.  
(No accordion style folds)

\*\*\*Tri-Fold inserts may pose a problem.

\*\*\*\*When bundling product please be sure to use the least amount of turns or no turns. Please contact your representative for further information.

\*\*\*\*\*Please include a 3% minimum overrun to each insert for spoilage.

### Delivery of Inserts to Michigan Web Press

1. Receiving hours are Monday through Friday, 8 a.m. to 5 p.m.
2. All inserts on skids must be tagged with publication name and insertion date.
3. Individual cartons must be labeled with publication name and insertion date