



3 Calverley Street, Tunbridge Wells, Kent, TN1 2BZ
Tel No. 08456 438470

INSERT TERMS AND CONDITIONS

PRINT VOLUMES: Print volumes quoted by Griffin Media in advance of publication/insertion are subject to adjustment, particularly when discussed well in advance. Therefore, print volumes should be confirmed prior to delivery.

Griffin Media is not liable for non-insertion of inserts if the print volume is adjusted after a booking has been confirmed.

SAMPLES: Dummy copies produced to the correct supplied size and on the correct paper weight must be supplied prior to delivery for all bookings. Dummies must be supplied a minimum of six weeks prior to the delivery date.

Griffin Media is not liable for non-insertion when the supplied product differs from the dummy copies approved for insertion.

OVERS: A minimum of 2% overs for wastage purposes should be supplied for each booking. Griffin Media and its suppliers cannot guarantee maximum insertion levels if overs are not supplied. Griffin Media will inform the booking principle of any overs once the COI is produced, you must respond with instructions as to whether these overs will be either collected, destroyed or re-booked within 2 weeks of the notification. Overs will be destroyed by our printers if instructions are not received by this time.

DELIVERY DATE: Inserts must be delivered on the date specified on the booking confirmation. We will not accept early deliveries unless agreed in writing with Griffin Media.. Please note that early deliveries will incur additional storage charges.

UNDER OR NON-DELIVERY: In the event of under or non-delivery, inserts will be charged in full for the original booked volume at the negotiated rate.

CANCELLATIONS: Cancellations will only be accepted up to six weeks prior to the delivery due date.

Griffin Media reserve the right to amend these presentation and delivery specifications for selected formats, to be advised on booking confirmation.

INTERNAL INSERTS:

- We aim to meet distribution dates; however, this is not contractual and may vary from time to time.
- If inserts are time sensitive, this must be stated when booking otherwise Griffin Media will not be bound by the time restrictions.
- Any overs will be charged for.
- All queries must be raised in writing within 7 days of completion.
- Once delivery is made the order is complete – full payment will then be required, and cancellation cannot be made after delivery.
- If there is a query raised within 7 days of completion then this will be investigated by our sales team. If Griffin's investigation shows the COI is correct full payment is immediately required.

**PLEASE NOTE THAT ALL INSERT QUERIES MUST BE ADDRESSED TO
GRIFFIN MEDIA AND NOT DIRECTLY TO THE PRINTER**