

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 4**.**
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 prolonged until the required data is obtained.**
- 8. Delayed or unnotified deliveries will be unload in the first possible time slot.**

WFO-MDZ-037-PL v4.0

Metryka Insertu Insert Card Meldeschein



	Numer awizacji Booking Reference no Avis-Nummer
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WYPEŁNIA QG
FILLS QG
VON QG AUSZUFÜLLEN

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 *	<div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;"></div> DD/MM/YY
	<div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;"></div> Godz. dostarczenia Hour of delivery Anlieferungszeit*

Ilość Palet number of Pallets Palettenanzahl*	Total	<div style="border: 1px solid black; width: 60%; height: 30px;"></div>	Zdjęcie insertu Photo of the Insert Foto vom Extra* <div style="border: 1px solid black; width: 100%; height: 150px; margin-top: 10px;"></div>
Ilość Sztuk Total number of pcs Exemplare*		<div style="border: 1px solid black; width: 60%; height: 30px;"></div>	
			Kraj wysyłki Shipping country Versandland (Ursprungsland)* <div style="border: 1px solid black; width: 100%; height: 30px; margin-top: 10px;"></div>
W przypadku kraju spoza UE - kontakt do przewoźnika lub agencji celnej If non-EU country - contact details to the carrier or customs agency Falls Nicht-EU-Land - Kontaktdaten an Spediteur oder die Zollagentur* <div style="border: 1px solid black; width: 100%; height: 30px; margin-top: 10px;"></div>			

Dane zleceniodawcy / The Customer Data / Auftragsgeber* <div style="border: 1px solid black; width: 100%; height: 60px;"></div>	Technolog / The Customer Service Representative / Der Technologe* <div style="border: 1px solid black; width: 100%; height: 60px;"></div>
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Dane nieobowiązkowe/ Additional details / Zusätzliche Angaben **

Format broszury (w mm)** Insert Dimensions (mm) ** Das Format (in mm)**	x	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 60%; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 60%; height: 30px; margin-left: 5px;"></div> </div>
Ilość stron** Number of pages** Seitenzahl**		<div style="border: 1px solid black; width: 60%; height: 30px;"></div>
Ciężar 1 szt. (w gramach)** One piece weight (grams)** Das Gewicht 1 Stck. (in Gramm)**		<div style="border: 1px solid black; width: 60%; height: 30px;"></div>
Informacje dodatkowe** Additional Information** Zusätzliche Informationen**	<div style="border: 1px solid black; width: 100%; height: 50px;"></div>	