

ppa

The Professional  
Publishers Association  
Associate Member



THE STANDARDS THAT PUBLISHERS'  
PRINTERS AND OUTWORKERS WILL  
PROVIDE TO WHOLESALERS AND  
FREIGHT FORWARDERS.

THE INTERMEDIA

# Code of Practice

**intermedia**<sup>TM</sup>  
NEWSSTAND.  
SUBSCRIPTION.  
FULFILMENT.

# CODE OF PRACTICE

## COMMUNICATIONS

Menzies National Distribution Centre  
Unit 2, Imperial Park,  
Siskin Parkway West,  
Coventry, CV3 4PB

All deliveries into Coventry will need to be booked in advance to avoid delays with unloading vehicles. This is particularly essential for Time Sensitive titles. Please contact the Menzies team at least 24 hours prior to arrival by either of the following methods to book your delivery slot:

Time sensitive – Delivery by 6am on Thursday for on sale Friday  
Standard Road – Delivery by 6pm on Tuesday for on sale Friday

Telephone: 02476 019986  
Email: [coventry.goodsinbookings@menziesdistribution.com](mailto:coventry.goodsinbookings@menziesdistribution.com)

## DESPATCH PLAN SUMMARY (DPS)

InterMedia will issue a Dispatch Plan Summary (DPS) for every issue of each title. The document will contain instructions of timing deadlines, whether a title is to be collected or delivered into our carrier's hub depot, as well as details of the planned bundle and pallet sizes and any bundle identification requirement.

## BUNDLE PACKING CRITERIA

The target weight of a bundle should be approximately 12 kilos, but this weight should not be exceeded.

Minimum requirement is for bundles to be either crossed strapped with no shrink wrap or single strapped and shrink wrapped. Should the finisher deem the planned bundle size to be inappropriate or that cartons should be used instead, InterMedia can be asked to re-issue the DPS with an amended bundle size.

Each edition or split of an issue will have the same bundle size unless stated otherwise by the InterMedia documentation. Plastic strapping should be used to secure bundles. The strapping will be set at 90-degree angles so that bundles are stable, with one strap on the outside for portability.

Multi Variants must have different bundle identification to the parent title.

## BUNDLE IDENTIFICATION

Beneath the shrink-wrap the magazine covers should be visible. If not, then a label should be affixed showing, in large bold print, the title and issue details.

The standard edition of each title should be identified with clear/white tape where possible, unless the InterMedia paperwork states otherwise.

## EDITION SPLITS

Regional splits will be identified by coloured tape or labels/shrink-wrap, as instructed by the InterMedia paperwork. InterMedia should agree any amendments made to the planned tapes/shrink-wrap.

# CARTONS & PALLETS

## CARTONS

Cartons/Bundles should be packed and stacked evenly across the pallet to ensure stability. Appropriate sized cartons should be used to minimize the amount of empty space within them.

Cartons should be identified with title and issue details and the version.

## ODDS

All odd bundles, including single copies, should be securely labelled and made visible. Odds that are in cartons should have the carton cut down to size or be in envelopes, to minimise free space.

Odd bundles are to be palletised separately. However, odds can be palletised with bundles when:

- They represent no more than one top layer
- Numbers are clearly stated on Consignment Notes and Pallet Cards
- They are still separated by Depot Pallets
- Pallets must not exceed 1 tonne in weight or 1.8m in height.
- Pallet size and configuration should be consistent throughout the title.
- Pallets should be of sufficient quality to support weight of load in transit.
- Pallets should be packed and loaded securely without overhang or free space.

Should the Pallet weight be in excess of 1 tonne, InterMedia must be informed and a new pallet size agreed and new DPS re-issued.

## PALLET CARDS/LABELS

At least two of the four sides of the pallet should be clearly identified with Pallet Cards. Each Pallet Card should state, in clear bold text:

- Title
- Issue details
- Printer/Outworker
- Date of Loading
- Configuration (i.e. number bundles per layer and number of layers).

Pallets are to be made up of an equal number of bundles per layer. It is advised that Pallet corners are to be attached to provide stability, to ensure pallets are secure during transit, to minimise damage to copy and to prevent injury to warehouse staff.



# CARTONS & PALLETS

## DELIVERY INFORMATION

Delivery Notes should contain the following information:

- Magazine Title
- Issue Date
- Dispatched From
- Edition Identification
- Number of Stock Bundles
- Bundles per Pallet
- Number of Odd Bundles
- Number of Pallets
- Total Copies

### DELIVERY NOTE

Deliver to:	From:

Magazine Title: \_\_\_\_\_

Cover Date: \_\_\_\_\_

Description (Carrier/Edition/Version)	Packaging Identifier (Tape)	Copies per Bundle	No. of Bundles	No. of Odd Bundles	No. of Pallets	Total Copies
Total						

Number of Odd Copies (if applicable) \_\_\_\_\_

Total Weight:
Consignment Total (Copies):
No. of Blue Pallets

Vehicle Registration: \_\_\_\_\_

Checked By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Priny Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## BARCODES

Barcodes are checked by our scanning service before going to press. This is undertaken as a safety precaution and avoids incurring unnecessary charges for errors and delays in publication. Please forward barcodes to your account manager, who will check that the barcode scans correctly and matches the issue details we hold on our system, before going to press.

## ON SALE SCHEDULES

Intermedia will provide a print order in line with your production schedule. Please keep your account manager up to date with any amendments to the schedules to ensure prompt despatch by our carrier. Should you require confirmation of the schedules we currently hold for your publication(s), then please access via our client App.



## GET IN TOUCH

Call us on +44 (0) 1293 312001 or email  
[getintouch@inter-media.co.uk](mailto:getintouch@inter-media.co.uk).



[inter-go.co.uk](http://inter-go.co.uk)

+44 (0) 1293 312001

[getintouch@inter-go.co.uk](mailto:getintouch@inter-go.co.uk)



[inter-media.co.uk](http://inter-media.co.uk)

+44 (0) 1293 312001

[getintouch@inter-media.co.uk](mailto:getintouch@inter-media.co.uk)



[inter-send.co.uk](http://inter-send.co.uk)

+44 (0) 1293 312001

[getintouch@inter-send.co.uk](mailto:getintouch@inter-send.co.uk)